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**DATE:** Monday, June 15, 2026  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

Chair: *Verdell Jones III, Ward 4*

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

**B. Approval of Minutes of Previous Meeting**

**C. Additions to the Agenda**

**D. Presentations and Public Input**

1. **Ward 5 Council Seat Vacancy Applicants**

**E. Staff Report**

**F. New Business**

1. **Resolution No. 2026-06-023R:** A Resolution Amending an Intergovernmental Agreement for the Emergency Telephone System Board between the City of Urbana, the City of Champaign, the Village of Rantoul Illinois, the Board of Trustees of the University of Illinois and the County of Champaign, Illinois – FD
2. **Ordinance No. 2026-06-015:** An Ordinance Approving a Special Use Permit (Medical Clinic at 909 North Cunningham Avenue / Plan Case No. 2522-SU-26) – CD
3. **Ordinance No. 2026-06-016:** An Ordinance Designating a Historic Landmark (108 East Water Street, “Urbana Civic Center” / Historic Preservation Case No. HP-2026-L-01) – CD
4. **Ordinance No. 2026-06-017:** An Ordinance Approving the Fiscal Year 2026-2027 Annual Budget – HRF
5. **Ordinance No. 2026-06-018:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #10 – Fiscal Year 2025-2026 Estimates) – HRF

**G. Discussion**

1. **Surveillance Ordinance**

**H. Closed Session Pursuant to ILCS 120/2(c)(3) – Appointment to a Vacancy in a Public Office**

**I. Council Input and Communications**

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>.

## J. 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 the 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

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanail.gov](mailto:citycouncil@urbanail.gov). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### 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).

### 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 two (2) hours, 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 may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

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 Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanail.gov](mailto:CityClerk@urbanail.gov)



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

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 15, 2026, Committee of the Whole  
**Subject:** Resolution Amending an Intergovernmental Agreement for the Emergency Telephone System Board between the City of Urbana, the City of Champaign, the Village of Rantoul Illinois, the Board of Trustees of the University of Illinois and the County of Champaign, Illinois

### Summary

#### *Action Requested*

City Council is being asked to approve a Resolution Amending an Intergovernmental Agreement for the Emergency Telephone System Board between the City of Urbana, the City of Champaign, the Village of Rantoul Illinois, the Board of Trustees of the University of Illinois and the County of Champaign, Illinois.

#### *Brief Background*

The City of Urbana is a party to an Intergovernmental Agreement establishing and governing the Emergency Telephone System Board and the METCAD 9-1-1 emergency communications system. The proposed updates revise the agreement to reflect current Illinois 9-1-1 laws, operational practices, governance structures, and financial administration requirements, including changes associated with the integration of Rantoul dispatch services into METCAD operations.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

N/A

#### *Strategic Goals & Plans*

N/A

#### *Previous Council Actions*

On March 20, 1989, the Urbana City Council adopted Resolution No. 8889-R21, approving and authorizing the execution of the original Intergovernmental Agreement creating the Champaign County Emergency Telephone System Board.

On September 18, 1995, the Urbana City Council adopted Resolution No. 9596-R8, approving and authorizing Amendment Number One to the Intergovernmental Agreement creating the Champaign County Emergency Telephone System Board.

### **Discussion**

The proposed updated Intergovernmental Agreement modernizes the existing agreement and aligns it with current statutory and operational requirements for 9-1-1 emergency communications systems in Illinois.

Key changes include:

- Updating statutory citations to reflect current Illinois 9-1-1 legislation.
- Clarifying the composition and membership of the METCAD Policy Board.
- Removing outdated references to the former “METCAD Interagency Administrative Committee.”
- Eliminating provisions related to surcharge revenues from the 892 and 893 telephone exchanges, which previously supported Rantoul’s separate dispatch facility.
- Requiring that all state-distributed 9-1-1 surcharge revenues be deposited into a separate interest-bearing ETSB account, consistent with guidance from the State 9-1-1 Administrator.
- Authorizing the Treasurer to open and close ETSB bank accounts.
- Recognizing the full integration of Rantoul emergency dispatch services into METCAD operations.
- Updating the list of allowable expenditures for ETSB revenues.
- Changing the location of regular METCAD Policy Board meetings to the ILEAS building.

These revisions improve clarity, ensure compliance with state requirements, and reflect the current operational structure of METCAD and the ETSB.

### *Recommendation*

City Council is being asked to approve a Resolution Amending an Intergovernmental Agreement for the Emergency Telephone System Board between the City of Urbana, the City of Champaign, the Village of Rantoul Illinois, the Board of Trustees of the University of Illinois and the County of Champaign, Illinois.

### *Next Steps*

Following Council approval, the Mayor and City Clerk will execute the updated Intergovernmental Agreement on behalf of the City of Urbana. The agreement will then be finalized by all participating entities and implemented to govern ongoing ETSB and METCAD operations in accordance with current Illinois law and operational practices.

### **Attachments**

1. Resolution Amending an Intergovernmental Agreement for the Emergency Telephone System Board between the City of Urbana, the City of Champaign, the Village of Rantoul

Illinois, the Board of Trustees of the University of Illinois and the County of Champaign, Illinois.

2. Intergovernmental Agreement Creating Champaign County Emergency Telephone System Board with Amendments

Originated by: Theresa Hoffman, Executive Assistant

Reviewed: Tal Prendergast, Deputy Fire Chief

Approved: Darius L. White City Administrator

## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AMENDING AN INTERGOVERNMENTAL AGREEMENT FOR THE EMERGENCY TELEPHONE SYSTEM BOARD BETWEEN THE CITY OF URBANA, THE CITY OF CHAMPAIGN, THE VILLAGE OF RANTOUL ILLINOIS, THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS AND THE COUNTY OF CHAMPAIGN, ILLINOIS**

**WHEREAS**, the City of Urbana, the City of Champaign, the Village of Rantoul, the Board of Trustees of the University of Illinois, and the County of Champaign are parties to an Intergovernmental Agreement establishing and governing the Emergency Telephone System Board ("ETSB") and the operation of the METCAD 9-1-1 emergency communications system; and

**WHEREAS**, the parties desire to amend the Intergovernmental Agreement to update statutory references, reflect current operational practices, clarify governance provisions, and ensure compliance with applicable Illinois 9-1-1 laws and regulations; and

**WHEREAS**, the proposed updated Intergovernmental Agreement also reflects changes resulting from the integration of emergency dispatch services for the Village of Rantoul into METCAD operations and updates provisions related to the administration of ETSB revenues and accounts; and

**WHEREAS**, the City Council finds that approving the updates to the Intergovernmental Agreement is in the best interests of the City of Urbana and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. The update to the Intergovernmental Agreement for the Emergency Telephone System Board between the City of Urbana, the City of Champaign, the Village of Rantoul, the Board of Trustees of the University of Illinois, and the County of Champaign, Illinois, in substantially the form attached hereto and incorporated herein by reference, is hereby approved.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**INTERGOVERNMENTAL AGREEMENT CREATING  
CHAMPAIGN COUNTY EMERGENCY TELEPHONE SYSTEM BOARD**

WHEREAS, the City of Champaign, the City of Urbana, the Village of Rantoul, and the County of Champaign did place the question of funding a 9-1-1 Emergency Telephone System before the voters of Champaign County on November 8, 1988, pursuant to the provisions of Chapter 127 of the Illinois Revised Statutes, Section 45.3; and

WHEREAS, the result of the vote on said referendum was 40,530 “Yes” votes and 15,183 “No” votes, thereby resulting in the authorization to create such a funding mechanism; and

WHEREAS, Section 10 of Article 7 of the 1970 Illinois Constitution and 5 ILCS 220/1, *et seq.*, provide authority for intergovernmental cooperation; and

WHEREAS, Chapter 50, Section 750 of the Illinois Revised Statutes, specifies the requirements for 9-1-1 systems, including the mandatory creation of an emergency telephone system board; and

WHEREAS, it is in the mutual best interest of all parties to include the University of Illinois as a party to this Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained in this Intergovernmental Agreement, the City of Champaign, the City of Urbana, the County of Champaign, the Village of Rantoul, and the Board of Trustees of the University of Illinois agree as follows:

1. Definitions.

(a) “Parties” means the parties to this Agreement which are the City of Champaign (hereinafter referred to as “Champaign”), the City of Urbana (hereinafter referred to as “Urbana”), the County of Champaign (hereinafter referred to as “County”), the Village of

Rantoul (hereinafter referred to as “Rantoul”), and the Board of Trustees of the University of Illinois (hereinafter referred to as “University”).

(b) “Champaign County Emergency Telephone System Board” means a joint Emergency Telephone System Board as defined by Chapter 50, Section 750/2 of the Illinois Revised Statutes (hereinafter referred to as “Board”).

(c) “METCAD” means Metropolitan Computer-Aided Dispatch, a common computer-aided public safety dispatch system established by and operated pursuant to agreement for the benefit of the City of Champaign, the City of Urbana, the County of Champaign, the Village of Rantoul and the University of Illinois.

(d) “Emergency Telephone System Fund” means a fund establishing specifically for the purpose of providing and maintaining an emergency telephone system as defined under Chapter 50 Section 750 of the Illinois Revised Statutes (hereinafter referred to as “Fund”).

(e) “Network Connection” shall be defined as that term is defined in State law for purposes of a 9-1-1 system.

## 2. Creation of Board.

There is hereby created a Joint Emergency Telephone System Board to serve all of Champaign County, Illinois, and which shall be named the “Champaign County Emergency Telephone System Board” pursuant to the provision of Chapter 50 of the Illinois Revised Statutes, Section 750 of the Illinois Revised Statutes.

## 3. Membership of Board.

Membership of Board. The Board membership shall consist of two (2) representatives from each member agency, for a total of ten (10) members. The City of Champaign, Village of Rantoul, City of Urbana and County of Champaign shall each appoint to the Board an elected official of their agency and a public safety official engaged full-time in providing public safety service on behalf of the member agency. The University of Illinois shall appoint one (1) person with administrative authority relating to public safety services and one (1) person employed by the University and who is engaged full-time in providing public safety services on behalf of the University. Each member shall inform the others in writing of their designated appointments to the Board and shall maintain current appointments to the Board that meet the criteria listed in this Section continually while this Agreement is in effect. Should a dispute arise as to whether an appointment meets the eligibility criteria, the parties will seek the assistance and advice of the Illinois Commerce Commission and apply the ICC's past practices and precedents in approving eligibility to determine whether the appointment meets with the intent of this Section. In all respects, the membership of the Board shall comply with the Emergency Telephone System Act.”.

4. Powers and Duties of the Board.

The Board shall determine the general policies of the Champaign County Emergency Telephone System and more specifically shall:

(a) Cooperate with the METCAD Board in planning, establishing and funding a 9-1-1 Emergency Telephone System, to serve all of Champaign County, Illinois, and to pay the cost associated there forth, subject to the provisions of this Intergovernmental Agreement.

(b) Coordinate and supervise the implementation, upgrading, and/or maintenance of

the 9-1-1 systems, including the establishing of equipment specifications and coding.

(c) Levy a surcharge rate structure of not more than 75 cents or such other amount as is allowed by State law per network connection on telecommunicator carriers in Champaign County, which will be added to the monthly bill that the carriers render for telephone or telecommunication charges to their subscribers in Champaign County, Illinois.

(d) Exclude from collection of the surcharge certain groups of network connections for which 9-1-1 service will not be provided due to technical difficulties.

(e) Borrow monies to be repaid solely from the revenues received from the surcharge to be imposed upon telecommunication carriers. Monies so borrowed shall not become the debt of any of the parties to this agreement. This shall not prevent the governing board of any of the parties to this agreement from entering into a separate debt obligation agreement concerning the 9-1-1 system which does not obligate the other parties to this agreement.

(f) Elect or appoint officers and agents, and define their duties and fix their compensation, except that no Board member shall be paid any compensation for serving on the Board but may be reimbursed for their actual and necessary expenses.

(g) Enter into contracts, employ auditors, and obtain insurance.

(h) Adopt rules, regulations and by-laws not inconsistent with the provisions of the Intergovernmental Agreement.

(i) Sue and be sued.

(j) Notify all telecommunications carriers subject to the surcharge of the rate structure that is set by the Board and of any changes in that rate that is made in the future.

(k) Exercise any powers granted to an Emergency Telephone System Board by Illinois Revised Statutes, Chapter 50 Section 750/15.4 of the Illinois Revised Statutes.

5. Exemptions.

Immediately upon the approval of this agreement and again in January of each year hereafter, Champaign, Urbana, Rantoul and the County shall submit to the presiding officer of the Board a written list of those network connections assigned to their respective municipalities or the County, that they desire to be exempted from the imposition of the surcharge that is imposed by the Board. The Board will then forward such a list to the telecommunications carriers subject to the surcharge that the Board will impose.

6. Distribution of Revenue.

All revenues received by the Champaign County Emergency Telephone System Board shall be deposited in the Emergency Telephone System Fund. All monies received pursuant to a surcharge distributed to it by the State of Illinois shall be deposited into a separate interest bearing ETSB account. Surcharge revenues distributed to METCAD, and interest accrued thereon shall be maintained in a separate Fund. Disbursements from said Fund may be made only in accordance with the approved annual operating budget of the Joint Emergency Telephone System Board.

Should METCAD cease providing 9-1-1 service to any exchange it would receive revenues from under this Agreement, then surcharge revenues generated by such exchange will not be distributed to METCAD.

An annual audit of the revenues received by the Joint Emergency Telephone System Board, METCAD pursuant to this Agreement and the interest accrued on said revenues and disbursement from said revenues and interest shall be performed at the direction of the Joint Emergency Telephone System Board.

METCAD shall be charged a pro-rated share of the annual audit, accounting and administrative costs of the Joint Emergency Telephone System Board, based upon the share of the total revenue received from the Joint Emergency Telephone System Board by each entity pursuant to this Agreement.

As such costs are incurred, they shall be deducted from the revenues which would otherwise be distributed to the respective entity.

7. Restrictions and Expenditures.

All expenditures made by the Board or by METCAD from the revenue distribution of the Board shall be made only to pay for costs associated with the following:

- (a) PSAP operating costs, including lease, purchase, maintenance, replacement, and upgrade of customer premises equipment (hardware and software), CAD equipment (hardware and software), and the PSAP building and facility and including NG9-1-1, cybersecurity, pre-arrival instructions, and emergency notification systems. PSAP operating costs include technological innovation that supports 9-1-1;
  - (b) PSAP personnel costs, including telecommunicators' salaries and training;
  - (c) PSAP administration, including costs for administration of 9-1-1 services and travel expenses associated with the provision of 9-1-1 services;
  - (d) integrating public safety and first responder dispatch and 9-1-1 systems, including lease, purchase, maintenance, and upgrade of CAD equipment (hardware and software) to support integrated 9-1-1 and public safety dispatch operations;
  - (e) providing the interoperability of 9-1-1 systems with one another and with public safety and first responder radio systems; and
  - (f) costs for the initial acquisition and installation of road or street signs that are essential to the implementation of the Emergency Telephone System and that are not duplicative of signs that are the responsibility of the jurisdiction charged with maintaining road and street signs, as well as costs incurred to reimburse governmental bodies for the acquisition and installation of those signs, except that expenditures may not be used for ongoing expenses associated with sign maintenance and replacement.
8. Policy and Budget Approval.

All actions of the Board shall be approved by majority vote of the parties except

that 2/3 of the parties must approve the establishment or amendment of the surcharge rate structure.

The Board shall prepare an Annual Operating Budget for each fiscal year which shall require the majority approval of the parties to the Board. . This proposed budget shall be presented at a regular meeting either in the month of May or June of each year for approval.

In the event that the Board fails to approve the Annual Budget as herein provided before August 1 of each year, then in that event the previous year's annual budget, as amended, shall automatically be renewed and become the annual operating budget for the then current fiscal year, subject to any future budget amendment which may be approved by a majority of the parties to the Board.

The Board shall have the power at its organizational meeting to approve the initial budget for the first fiscal year ending June 30, 1989 by a majority vote of the Board.

9. Treasurer.

For purposes of this Agreement, the City of Champaign Finance Director will act as Treasurer for the Joint Emergency Telephone System Board. They shall be responsible for maintaining the joint Emergency Telephone System Fund and distributions from that fund in accordance with this Agreement and the Board's annual operating budget. The City of Champaign Finance Director as well as the METCAD Deputy Director shall be signatories for the ETSB bank account and shall have the authority to affect transfers, investments and withdrawals consistent with the operating budget. The Treasurer shall also have the authority to open and close the ETSB bank accounts. It shall maintain records regarding said bank account and fund in accordance with standard accounting procedures. These records shall be available at the City of Champaign's principal offices for inspection by duly authorized agent or agents or

employees of any party to this Agreement during its regular business hours. Champaign shall be allowed reasonable compensation for its costs with respect to administering said Fund and Bank Account, including the provision of accounting, financial and auditing services, and shall invoice the Board for such expenses quarterly.

10. Meeting.

The Champaign County Emergency Telephone Board (Board) created by this Agreement shall meet on a regular basis in the the Illinois Law Enforcement Alarm System located at 1701 E. Main St. Urbana, IL, or at such time and place as the Board may designate by Resolution. One member from each party must be present in person, or by proxy, to constitute a quorum.

11. Fiscal Year.

The Fiscal Year of the Board shall begin on July 1 and end on June 30 of each following year.

12. Amendment.

Once approved, this Agreement may be amended at any time hereafter by the unanimous action of the governing bodies of the five parties to this Intergovernmental Agreement.

13. Effective Date.

This Agreement shall be effective upon its approval by the governing bodies of all the parties to this Agreement.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2026.

Approved by the City of Champaign  
Dated: \_\_\_\_\_

\_\_\_\_\_  
City Manager

Attest: \_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

Approved by the University of Illinois Board  
of Trustees  
Dated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Legal Counsel

Approved by the Village of Rantoul  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Village of Rantoul

Attest: \_\_\_\_\_  
City Clerk

Approved by the City of Urbana  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor, City of Urbana

Attest: \_\_\_\_\_  
City Clerk

Approved by Champaign County  
Dated: \_\_\_\_\_

\_\_\_\_\_  
County Executive, Champaign County,  
Illinois



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

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 15, 2026 Committee of the Whole  
**Subject:** **An Ordinance Approving a Special Use Permit** (Medical Clinic at 909 North Cunningham Avenue / Plan Case No. 2522-SU-26)

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### Summary

#### *Action Requested*

City Council is being asked to approve a Special Use Permit for a medical clinic at 909 North Cunningham Avenue. The subject property is zoned B-3, General Business. The Urbana Zoning Ordinance requires the approval of a Special Use Permit for a medical clinic within the B-3 zoning district. Section VII-4 of the Zoning Ordinance requires that the Plan Commission review and make a recommendation to City Council for or against the special use.

#### *Plan Commission Recommendation*

The Plan Commission reviewed the proposed Special Use Permit on May 21, 2026, and recommended approval to City Council (three ayes, no nays — unanimous vote of members present). Please refer to the attachments for the Plan Commission’s discussion and decision. Plan Commission recommended approval of the Special Use Permit, with no conditions.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

There will be no impact to core services.

#### *Strategic Goals & Plans*

This Special Use Permit aligns with the *Imagine Urbana* Comprehensive Plan by supporting the health and well-being of the community and improving access to health care. The Special Use Permit relates to the following Big and Little Moves:

- Support Community Health, Safety, and Well-Being: “A healthy community prioritizes the holistic wellness of its residents, fosters a sense of belonging and connection, and provides for the basic needs of all residents.” (Big Move 10)
- “Ensure resources are made available to support a community that feels safe.” (Little Move 10.2)

- “Prioritize equitable access to essential resources such as education, employment opportunities, housing, health care, transportation, and recreational facilities for all residents.” (Little Move 10.4)

#### *Previous Council Actions*

On **April 16, 2018**, the Urbana City Council approved Ordinance No. 2018-04-031, an ordinance approving a Special Use Permit for Tatman Family Clinic, at 520 North Cunningham Avenue, a medical clinic in the B-3 district. This approved medical clinic Special Use is notably also located along the North Cunningham commercial corridor. The ordinance is included as an attachment.

On **July 28, 2025**, the Urbana City Council unanimously approved the *Imagine Urbana* Comprehensive Plan.

### **Discussion**

#### *Background Information*

The building is owned by Cunningham Motor Sales, Inc., which has given written permission to the applicant to apply for this Special Use Permit, per the requirements of Section VII-4 of the Zoning Ordinance. While Dei Gracia Healthcare successfully applied for a business license from the City, when they began operating in September of 2025, they were unaware of the Special Use Permit requirements before they began operating in Suite A of the building. City staff have elected to work with the clinic operators on a path to compliance. If the Special Use Permit is granted, Dei Gracia Healthcare will apply for a Certificate of Occupancy and continue operations. Since a clinic would be a new occupancy classification, if approved, the Building Safety Division and Building Official will require a code analysis and inspections of the building prior to a Certificate of Occupancy being issued.

Dei Gracia Healthcare is located in Suite A (Figure 1.) of the Apple Tree Plaza commercial plaza located at 909 North Cunningham Avenue. To comply with municipal planning best practices, staff recommend that the Special Use Permit apply to the entire parcel, rather than only Suite A. The Plan Commission upheld this stipulation at the public hearing on May 21, 2026.



**Figure 1.** Location of Suite A in Apple Tree Plaza, at 909 North Cunningham Avenue (at the intersection of N. Cunningham and Kerr Avenues).

### *Community Impact*

If approved, the proposed clinic would provide beneficial medical and psychiatric care to the community, both in the near vicinity and further away, as the clinic is accessible via Champaign-Urbana Mass Transit District's (MTD) No. 10 Gold Line bus service. The clinic is staffed by one main provider and an assistant and has two exam rooms. Dei Gracia Healthcare provides everyday medical care, preventive services, chronic condition support, and mental health and psychiatric treatment, including evaluations and medication management. The clinic also offers an affordable healthcare model, allowing for greater and more equitable access to care.

### **Recommendation**

On May 21, 2026, the Plan Commission recommended approval of the Special Use Permit for a medical clinic at 909 N Cunningham to City Council, with the stipulation that the Special Use Permit apply to the entire parcel instead of being limited to Suite A. Staff concur with the Plan Commission's recommendation and ask Council to approve the Special Use Permit.

### *Next Steps*

If approved, the Building Safety Division and the Building Official will require a code analysis and inspections of the building prior to a Certificate of Occupancy being issued.

### **Attachments**

1. An Ordinance Approving a Special Use Permit (Medical Clinic at 909 N. Cunningham Ave. / Plan Case No. 2522-SU-26)
2. Plan Commission Staff Report (May 21, 2026)
3. Draft Plan Commission Minutes (May 21, 2026)
4. Ordinance No. 2018-04-031 (April 16, 2018)

Originated by: Kate Himick, Planner I

Reviewed: Evan Alvarez, Principal Planner

Olivia Jovine, Director of Community Development Services

Approved: Darius White, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING A SPECIAL USE PERMIT  
(Medical Clinic at 909 N. Cunningham Ave. / Plan Case No. 2522-SU-26)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Nathalie Kori Nkenlifack, with permission of Cunningham Motor Sales, Inc., has petitioned the City for approval of a Special Use Permit to allow a medical clinic at 909 North Cunningham Avenue within the B-3, General Business, Zoning District; and

**WHEREAS**, the Urbana Zoning Ordinance requires a Special Use Permit for medical clinics in the B-3, General Business, Zoning District; and

**WHEREAS**, the proposed use is conducive to the public convenience, as the location along Cunningham Avenue is accessible by multiple means of transportation and will provide medical and psychiatric care and services in that location; and

**WHEREAS**, the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the B-3 Zoning District, or otherwise injurious to the general public, as it will be part of a broader commercial corridor that extends along North Cunningham Avenue; and

**WHEREAS**, the proposed use would conform to the regulations and standards of, and preserve the essential character of, the B-3 Zoning District, as the use is consistent with the commercial and service-based nature of the B-3 district; and

**WHEREAS**, the proposed use is generally consistent with the 2025 Comprehensive Plan

(*Imagine Urbana*) and the future land use designation of “Commercial”; and

**WHEREAS**, after due publication, the Urbana Plan Commission held a public hearing on May 21, 2026, and voted unanimously with three (3) ayes to forward Plan Case 2522-SU-26 to the Urbana City Council with a recommendation to approve the request for a Special Use Permit; and

**WHEREAS**, approval of the Special Use Permit, is consistent with the requirements of Section VII-4 of the Urbana Zoning Ordinance, Special Use Procedures, and with the general intent of that section of the Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

An Ordinance is hereby enacted, and a Special Use Permit is hereby approved to allow the operation of a medical clinic at 909 North Cunningham in the General Business (B-3) Zoning District, with no conditions.

Legal description for the land commonly known as 909 North Cunningham Avenue:

Parts of Lot 31 of a Subdivision of the Northeast ¼ of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, as recorded in Deed Record “R” at Page 238, described as follows:

Parcel 1:

Commencing at a point on the South line of Kerr Avenue 75 feet East of the West line of said 31, thence East along the South line of said Kerr Avenue to the West line of Federal Route #45, commonly called Cunningham Avenue, thence Southwesterly along the West line of said Federal Route #45 to a point on said West line which is 56 feet South of the South line of Kerr Avenue, measured on a perpendicular line therefrom, thence West parallel with the South line of said Kerr Avenue to a point 75 feet East of the West line of said Lot 31 and 56 feet South of the South line of Kerr Avenue, thence North 56 feet to the place of beginning, situated in the City of Urbana, in Champaign

County, Illinois, EXCEPT the following described tract conveyed to the people of the State of Illinois in Warranty Deed 84R 7375: A parcel of land being a part of Lot 31 of a Subdivision of the Northeast  $\frac{1}{4}$  of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, in Champaign County, Illinois, the said parcel of land is described as beginning at the intersection of the South right of way line of Kerr Avenue and the Westerly right of way line of FAP Route 800 (Cunningham Avenue); thence Westerly on the South right of way line of Kerr Avenue for 22.00 feet; thence Southeasterly for 26.00 feet to the Westerly right of way line of FAP Route 800 (Cunningham Avenue); thence Northeasterly on the said existing Westerly right of way line for 23.46 feet to the place of beginning.

Parcel 2:

Beginning 65 feet East of the Northwest corner of said Lot 31, thence East 10 feet, thence South 56 feet, thence East parallel with the North line of Lot 31 aforesaid to the West line of the public highway, thence Southwesterly along the West side of said public highway a distance of 84 feet more or less, to the Northeast corner of the Harley Moore Tract as shown by Warranty Deed in Book 162 at Page of Deeds, Page 371 of the Records of Champaign County, Illinois, thence due West along the North side of the said Moore Tract to a point 65 feet East of the West line of said Lot 31, thence North 133 feet more or less, to the place of beginning, situated in the City of Urbana, in Champaign County, Illinois.

Parcel 3:

Beginning at the Northwest corner of said Lot 31, running thence South 133 feet to the Northwest corner of the Harley Moore Tract as shown by Warranty Deed in Book 162 of Deeds, Page 371 of the Records of Champaign County, Illinois, thence East 65 feet, thence North parallel with the West line of Lot 31 to a point on the South side of the roadway or street, and almost due East of the place of beginning, thence Westerly along the South side of said street to the place of beginning, situated in City of Urbana, in Champaign County, Illinois.

Parcel 4:

Beginning at a point 136 feet South of the Northwest corner of said Lot 31, thence due South 48 feet, thence due East  $163\frac{3}{4}$  feet to the West line of Cunningham Avenue, thence Northeasterly along the West line of Cunningham Avenue, a distance of 52 feet,

thence due West 185 feet to the place of beginning, situated in City of Urbana, in Champaign County, Illinois.

Parcel 5:

Beginning 184 feet South of the Northwest corner of said Lot 31, thence continuing South 48 feet, thence due East 142 ½ feet to the West line of Cunningham Avenue, thence Northeasterly along said West line 52 feet, thence due West 163 ¾ feet, more or less, to the point of beginning, situated in the City of Urbana, in Champaign County, Illinois.

Parcel 6:

Beginning at a point 133 feet South of the Northwest corner of said Lot 31, thence due South 3 feet, thence due East 185 feet more or less to the West line of Cunningham Avenue, thence Northeasterly along the West line of Cunningham Avenue a distance of 3 feet more or less to the Southeast corner of the premises described above as Parcel 2, thence due West 185 feet more or less to the place of beginning, situated in the City of Urbana, in Champaign County, Illinois,

Commonly Known as: 909 North Cunningham Avenue, Urbana, Illinois 61801

P.I.N.: 91-21-08-280-034

## **Section 2.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
DeShawn Williams, Mayor



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### *Planning Division*

### m e m o r a n d u m

**TO:** The Urbana Plan Commission

**FROM:** Kate Himick, Planner I

**DATE:** May 21, 2026

**SUBJECT:** **Plan Case 2522-SU-26:** A request by Nathalie Kori Nkenlifack, operator of Dei Gracia Healthcare, for a Special Use Permit to allow a clinic at 909 N Cunningham Avenue in the B-3 (General Business) Zoning District.

### Introduction

Nathalie Kori, operator of Dei Gracia Healthcare, has requested a Special Use Permit to allow a clinic at 909 N Cunningham Avenue. Clinics are smaller healthcare facilities typically focused on outpatient and routine care (see Proposed Use/Activities below for more details). According to Table V-1, Table of Uses, in the Zoning Ordinance, a medical clinic is permitted with a Special Use Permit in the B-3 General Business zoning district.

The building is owned by Cunningham Motor Sales, Inc., which has given permission to the applicant to apply for this Special Use Permit, per the requirements of Section VII-4 of the Zoning Ordinance. Unknowing of the Special Use Permit requirements, Dei Gracia Healthcare began operating as a clinic in Suite A of the building in September of 2025. If the Special Use Permit is granted, Dei Gracia Healthcare will apply for a Certificate of Occupancy and continue operations.

The Plan Commission must review the Special Use Permit application, hold a public hearing, and make a recommendation to the City Council. The City Council must then approve, approve with certain conditions, or deny the request.

### Background

#### Description of the Site and Surrounding Properties

The site is approximately 38,575 square feet (0.89 acres); it is located at the southwest corner of Cunningham Avenue and Kerr Avenue. The building at 909 North Cunningham Avenue was built in the 1980s as “Apple Tree Plaza,” a commercial plaza that houses six (6) suites for rent. Dei Gracia Healthcare occupies Suite A, which is approximately 904 square feet. The building is directly across the street from East Lawn Burial Park. Nearby uses include automotive repair and/or sales (north and south), general retail and restaurants (north and south), and housing (west). The table below shows the existing land uses, current zoning, and the Imagine Urbana Comprehensive Plan place type designations (see Exhibits A, B, and C for associated maps).

**Table 1. Zoning, Existing Land Use, Future Land Use Designation**

	<b>Zoning</b>	<b>Existing Land Use</b>	<b>Place Types</b>
<b>Site</b>	B-3, General Business	Commercial	Commercial
<b>North</b>	B-3, General Business	Commercial	Commercial and Neighborhood I
<b>East</b>	AG, Agriculture District	Institutional (East Lawn Burial Park)	Green Spaces and Recreation
<b>South</b>	B-3, General Business	Commercial (Cunningham Motor Sales Inc)	Commercial
<b>West</b>	B-3, General Business	Other/Unknown	Commercial

### **Proposed Use/Activities**

The proposed use is a medical clinic, which is grouped in the same category as a hospital in Table V-1 of the Zoning Ordinances. Unlike a hospital, a clinic typically offers routine preventive care, everyday medical care, and outpatient services, with no overnight stays. A clinic is often run by a single or small group of healthcare professionals who may specialize in specific areas or offer specific services.

Dei Gracia Healthcare offers everyday medical care, preventive services, chronic condition support, and mental health and psychiatric treatment, including evaluations and medication management. The clinic has two large exam rooms, a laboratory station with a water source, and a front-desk area with seating for up to eight (8) people. Additional private rooms at the back serve as equipment storage and administrative office space. Parking is well supplied, as there are 39 off-street parking spaces on site, two (2) of which are accessible spaces. This is well within the range of parking required for a clinic of this size, which would be required to have four (4) off-street parking spaces, per Table VIII-7 of the Zoning Ordinance. Section VIII-5.E of the Zoning Ordinance, which requires the collective off-street parking for two or more business uses to be 85% or more of the sum of the business's separate requirements, is also met by parking provided at Apple Tree Plaza.

Since a clinic would be a new occupancy classification, if approved, the Building Official will require a code analysis and inspections of the building prior to a Certificate of Occupancy being issued.

### **Special Use Permit Scope**

Dei Gracia Healthcare operates out of Suite A (approximately 904 square feet) of 909 N Cunningham. Staff recommend that should the Plan Commission favorably recommend a Special Use approval, that this recommendation apply to the entire parcel rather than one suite within the building. This supports the best practice of linking Special Use Permits to the land itself rather than to specific businesses or professional offices, and it would allow future flexibility of suite spaces.

### **Previous Relevant Cases**

On April 5, 2018, the Urbana Plan Commission heard a Special Use Permit application for a medical clinic at 520 North Cunningham Avenue in the B-3 General Business Zoning District. The Plan Commission found that the proposed use met all criteria for a Special Use Permit according to Section VII-4.A of the Zoning Ordinance and voted to favorably recommend the special use for approval to City Council, with the condition that the new development generally conform to the site plan submitted to the City. City Council passed an ordinance approving the Special Use Permit for a medical clinic at 520 North Cunningham Avenue on April 16, 2018.

## Discussion

### Comprehensive Plan

The Imagine Urbana Comprehensive Plan, designates this property's place type and envisioned future land use as "Commercial," which is defined as:

"...primarily car-oriented destinations for retail, services, hospitality, and dining. Some light manufacturing and similar uses, and higher-density residential uses, may be appropriate in these places. Commercial places are typically located along major streets or near interstates."

The proposal aligns well with the intent of the district. It would provide healthcare and mental health care access to residents in the greater area who are already familiar with the North Cunningham commercial corridor as a destination for retail and services. The proposal does not alter the exterior of Apple Tree Plaza and therefore remains consistent with the building forms described as typical of the Commercial place type. It would also be generally compatible with the nearby Commercial areas.

The proposal also aligns with several Big and Little Moves of *Imagine Urbana*, including:

- Big Move 10 – Support Community Health, Safety, and Well-Being
- Little Move 10.2 – Ensure resources are made available to support a community that feels safe.
- Little Move 10.4 – Prioritize equitable access to essential resources such as education, employment opportunities, housing, health care, transportation, and recreational facilities for all residents.

### Requirements for a Special Use Permit

According to Section VII-4.A. of the Zoning Ordinance, an application for a special use permit shall demonstrate the following criteria:

*1. That the proposed use is conducive to the public convenience at that location.*

The proposed use is conducive to the public convenience at that location. A medical clinic is appropriate for a busy corridor such as Cunningham Avenue, and the location is accessible by multiple means of transportation. Dei Gracia Healthcare provides medical and psychiatric care and services, which are beneficial to the health and well-being of the public. Additionally, the proposed clinic is less than half a mile from a pharmacy (Walgreens Pharmacy at 302 E University Avenue).

Staff find this criterion met.

*2. That the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious to the public welfare.*

The proposed use is located and designed to be operated so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious to the public welfare. The clinic would be mostly surrounded by other B-3 zoned properties and commercial uses and is part of a commercial corridor that extends along North Cunningham Avenue. The use is of similar

scale to those of the other suites in the plaza and would not be an unreasonable strain on the district or the public.

Staff find this criterion met.

*3. That the proposed use conforms to the applicable regulations and standards of, and preserves the essential character of, the district in which it shall be located, except where such regulations and standards are modified by Section VII-7.*

The character of the B-3 General Business zoning district would be preserved with the proposed use, as a medical clinic is consistent with the commercial and service-based nature of the B-3 district. The proposed use also conforms to the applicable regulations and standards of the B-3 district, and off-street parking requirements are already met by parking on site. The intensity of a clinic is much lower than that of a hospital, and Dei Gracia Healthcare fits well within the existing operations of other Apple Tree Plaza businesses.

Staff find this criterion met.

## Overview

The use of the subject property, with the proposed use of a Medical Clinic, would be beneficial to the City and meet criteria for a Special Use Permit approval. The proposed clinic would fit well within the North Cunningham commercial corridor and would provide an in-demand service of medical and psychiatric care. If granted a Special Use Permit, Dei Gracia Healthcare would be a benefit to the health and well-being of the public.

In response to the requirements in Section VII-4.A. of the Zoning Ordinance, the Plan Commission shall make a recommendation to the City Council for or against the proposed special use, and may also recommend such additional conditions and requirements on the operation of the proposed use as are appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of this Ordinance, including but not limited to conditions that:

1. Regulate the location, extent, and intensity of such use;
2. Require adherence to an approved site plan;
3. Require landscaping and the screening of such use by means of fences, walls, or vegetation;
4. Stipulate a required minimum lot size or yards, and maximum height of buildings and structures;
5. Regulate vehicular access and volume, and the design and location of parking and loading areas and structures;
6. Require conformance to health, safety, and sanitation requirements as necessary;
7. Regulate signs and outdoor lighting; and
8. Any other conditions deemed necessary to affect the purposes of the Zoning Ordinance.

## Summary of Findings

1. The proposed use would be conducive to the public convenience, as the location, along North Cunningham Avenue, is accessible by people walking, biking, ridesharing, scootering, driving, or taking the bus.
2. The proposed project would not be injurious or detrimental to the R-3 zoning district, or injurious to the general public, as it fits within the character of the commercial corridor and does not exceed the intensity of the surrounding neighborhood.

3. The proposed project would conform to the regulations and standards of the B-3 zoning district and would preserve its essential character. The proposed clinic does not alter the built form of Apple Tree Plaza, which has been operating as a commercial plaza since the 1980s.
4. The proposed project is generally consistent with the Imagine Urbana Comprehensive Plan, and place types designation of “Commercial.”

## Options

The Plan Commission has the following options in Plan Case 2522-SU-26:

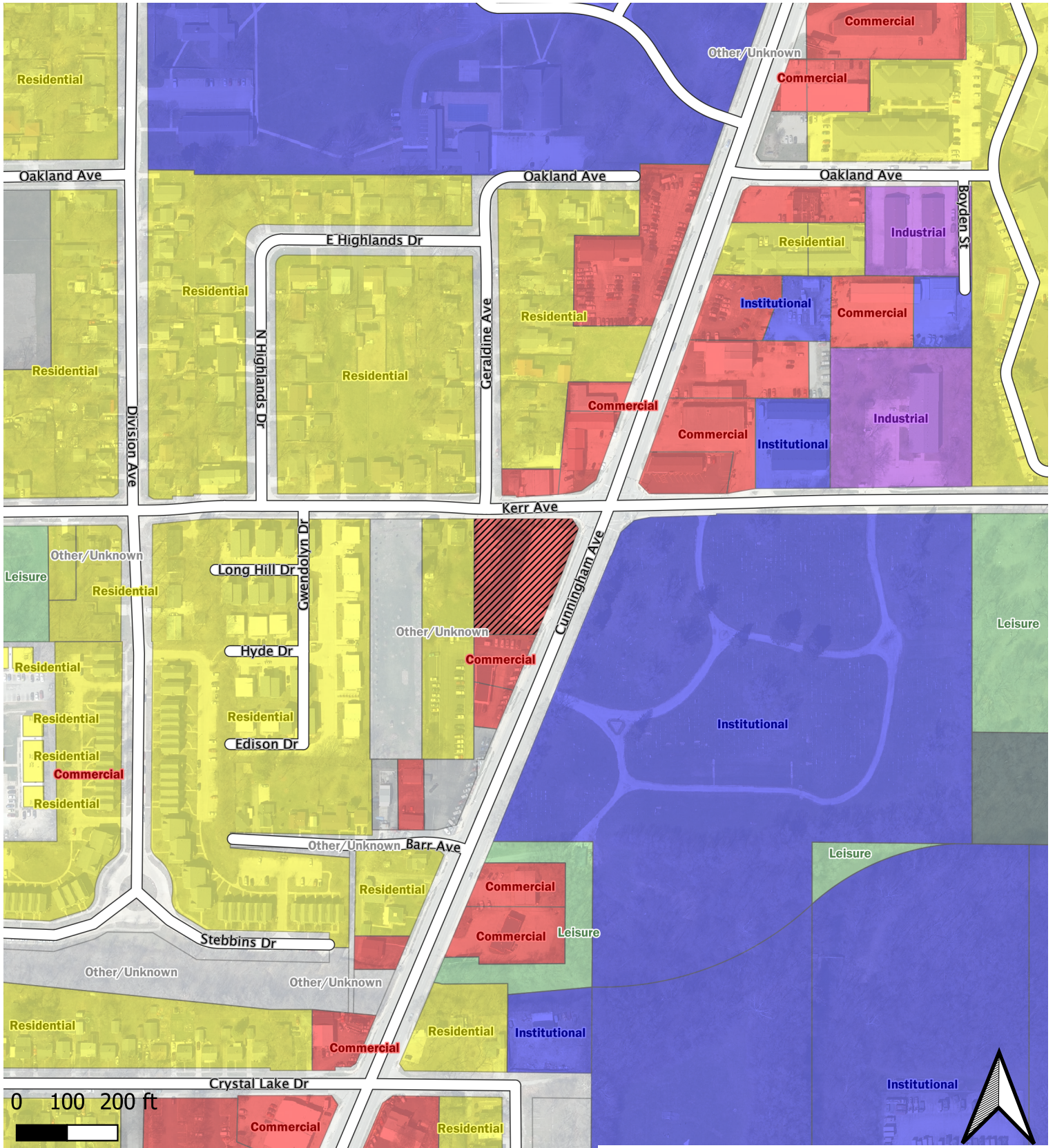
1. Recommend approval of the special use permit without any conditions.
2. Recommend approval of the special use permit with any conditions deemed appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of the City’s municipal code.
3. Recommend denial of the special use permit. If the Plan Commission elects to do so, it must articulate the findings supporting its denial.

## Recommendation

Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommends that the Plan Commission recommend **APPROVAL** of the proposed Special Use Permit in Plan Case No. 2522-SU-26 with no conditions and that the recommended Special Use Permit be tied to the land rather than specific to Suite A.

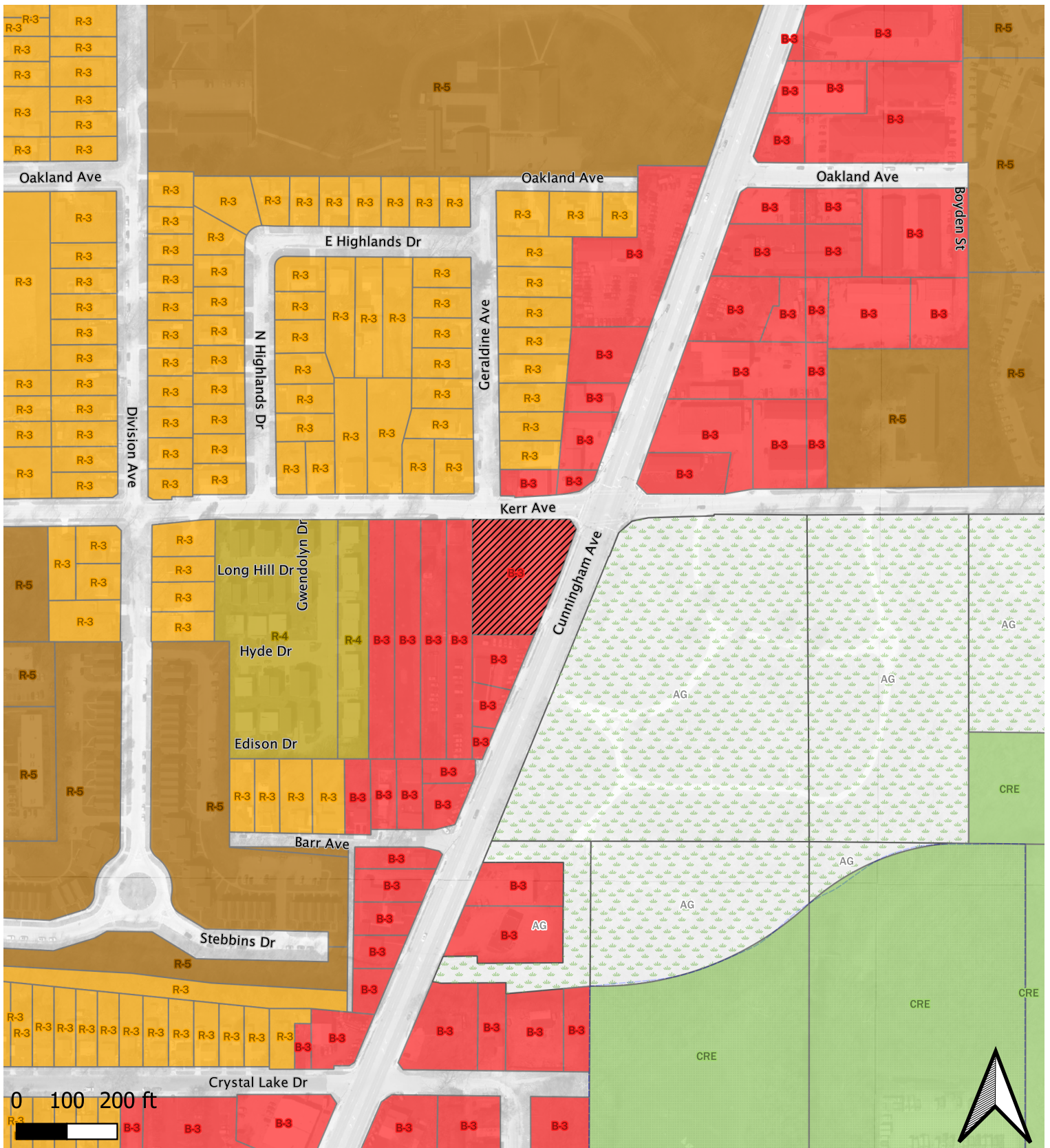
Attachments:

- Exhibit A: Location Map and Land Uses
- Exhibit B: Zoning Map
- Exhibit C: Place Types
- Exhibit D: Application for Special Use Permit
- Exhibit E: Site Photos



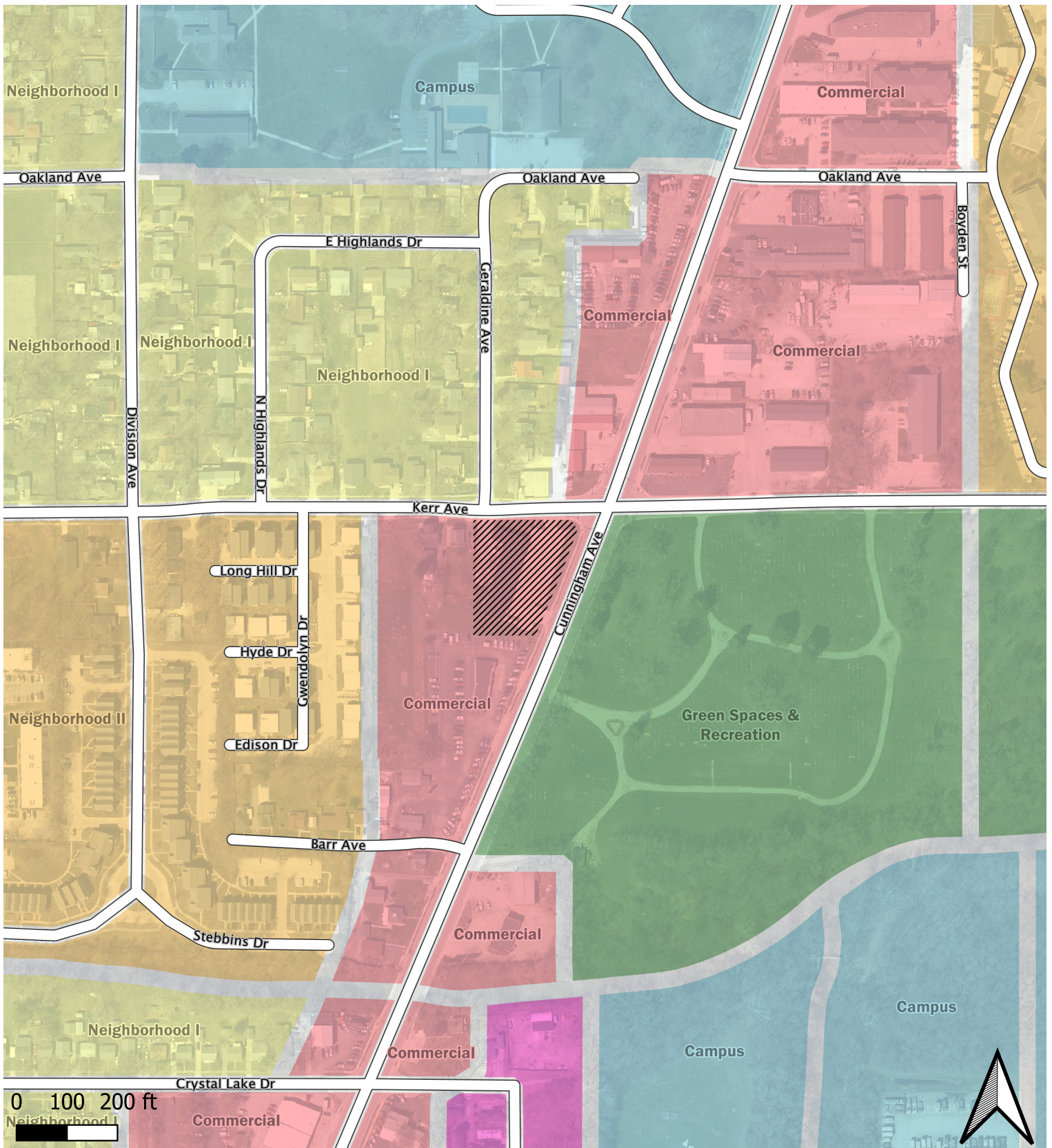
Case: 2522-SU-26  
 Subject: Special Use Permit  
 Location: 909 N Cunningham Avenue  
 Applicant: Nathalie Rosine Kori Nkenlifack

- Subject Property
- Commercial
- Mass assembly
- Residential
- Institutional
- Leisure
- Parking



Case: 2522-SU-26  
 Subject: Special Use Permit  
 Location: 909 N Cunningham Avenue  
 Applicant: Nathalie Rosine Kori Nkenlifack

	Subject Property		B-3		R-2
	Zoning_View		B-4		R-3
			CRE		R-4
			MOR		R-5



Case: 2522-SU-26  
 Subject: Special Use Permit  
 Location: 909 N Cunningham Avenue  
 Applicant: Nathalie Rosine Kori Nkenlifack

 Subject Property



# Application for Special Use Permit

# PLAN COMMISSION

The application fee must accompany the application when submitted for processing. Please refer to the City's website at <http://www.urbanaininois.us/fees> for the current fee associated with this application. The Applicant is also responsible for paying the cost of legal publication fees. Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

### DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Request Filed 03-23-2026 Plan Case No. 2522-SU-26  
Fee Paid - Check No. 1282 Amount \$220.00 Date 03-26-2026

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

A SPECIAL USE PERMIT is requested in conformity with the powers vested in the Plan Commission to recommend to the City Council under Section \_\_\_\_\_ of the Urbana Zoning Ordinance to allow *(Insert proposed use)* \_\_\_\_\_ on the property described below.

#### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): Nathalie Rosine KORI NKENI FACK Phone: [Redacted]  
Address (street/city): 909 North Cunningham AV. URBANA, Illinois 61802.  
Email Address: [Redacted]

#### 2. PROPERTY INFORMATION

Address/Location of Subject Site: 909 North Cunningham Avenue URBANA Illinois 61802. SUITE A.  
PIN # of Location:  
Lot Size:  
Current Zoning Designation:  
Current Land Use (vacant, residence, grocery, factory, etc): Medical Clinic  
Proposed Land Use: for DEI Gracia Healthcare PLLC & DEI Gracia Community Health Foundation NFP.  
Legal Description (If additional space is needed, please submit on separate sheet of paper):

**3. CONSULTANT INFORMATION**

**Name of Architect(s):** Phone:

Address (*street/city/state/zip code*):

Email Address:

**Name of Engineers(s):** Phone:

Address (*street/city/state/zip code*):

Email Address:

**Name of Surveyor(s):** Phone:

Address (*street/city/state/zip code*):

Email Address:

**Name of Professional Site Planner(s):** Phone:

Address (*street/city/state/zip code*):

Email Address:

**Name of Attorney(s):** Phone:

Address (*street/city/state/zip code*):

Email Address:

**4. REASONS FOR SPECIAL USE PERMIT**

Explain how the proposed use is conducive to the public convenience at the location of the property.

*Refer to the next page.*

Explain how the proposed use is designed, located and proposed to be operated, so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious or detrimental to the public welfare.

*Refer to the next page*

Explain how the proposed use conforms to the applicable regulations and standards of and preserves the essential character of the district in which it shall be located.

*Refer to the next page.*

#### 4. Reasons For Special Use Permit

##### A. Explain how the proposed use is conducive to the public convenience at the location of the property.

Placing Dei Gracia Healthcare Clinic at 909 N Cunningham Avenue, Suite A, makes sense for the community because the site is easy for people to reach, whether they're driving along Cunningham Avenue, walking from nearby neighborhoods, or using the bus routes that serve this corridor. Many residents in this part of Urbana struggle to access consistent healthcare and having a clinic located directly within their area removes a major barrier. Our clinic provides everyday medical care, preventive services, chronic condition support, and mental health and psychiatric treatment, including evaluations and medication management. Offering these services in one accessible location fills a clear gap in local care and gives the community a nearby, dependable place to receive the support they have been missing.”

##### B. Explain how the proposed use is designed, located and proposed to be operated, so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious or detrimental to the public welfare.

The Dei Gracia Healthcare Medical and Psychiatric Clinic has been planned and organized to operate safely and responsibly within the district. The property includes a large on-site parking lot that comfortably supports patient and visitor traffic, with designated handicapped accessible spaces to ensure that individuals with mobility needs can enter the building without difficulty. Keeping all parking on the property prevents overflow onto nearby streets and helps maintain smooth traffic flow during our operating hours.

The interior layout is simple, efficient, and designed for safe clinical use. The building includes two large exam rooms, a laboratory station with its own water source, a restroom for visitors and staff, and a front-desk area with seating for up to eight people. Additional rooms, such as the storage area, allow us to keep equipment organized and out of public areas. From this area, we may also hold an administrative office. The clinic has a clearly marked main entrance and a separate emergency exit, and the building is equipped with required safety features, including fire extinguishers and mechanical storage space.

Because our services are appointment-based and consistent with typical medical office hours, the clinic operates quietly and without disruption to the surrounding area. All activity remains contained on-site, and the existing lighting and site layout help maintain a calm, low-impact presence. The design, location, and day-to-day operations of the clinic ensure that it will not be harmful or disruptive to the district, but instead will

provide a safe, well-managed healthcare resource that supports the overall welfare of the community.”

**C. Explain how the proposed use conforms to the applicable regulations and standards of and preserves the essential character of the district in which it shall be located**

The proposed clinic fully aligns with the regulations and character of the district. The building already meets the zoning requirements for this area, including setbacks, height, and parking capacity, and our planned use fits comfortably within the existing commercial corridor along Cunningham Avenue. The clinic’s scale and appearance are consistent with nearby businesses, and we are maintaining the building’s neutral exterior and simple architectural style, so it blends naturally with its surroundings.

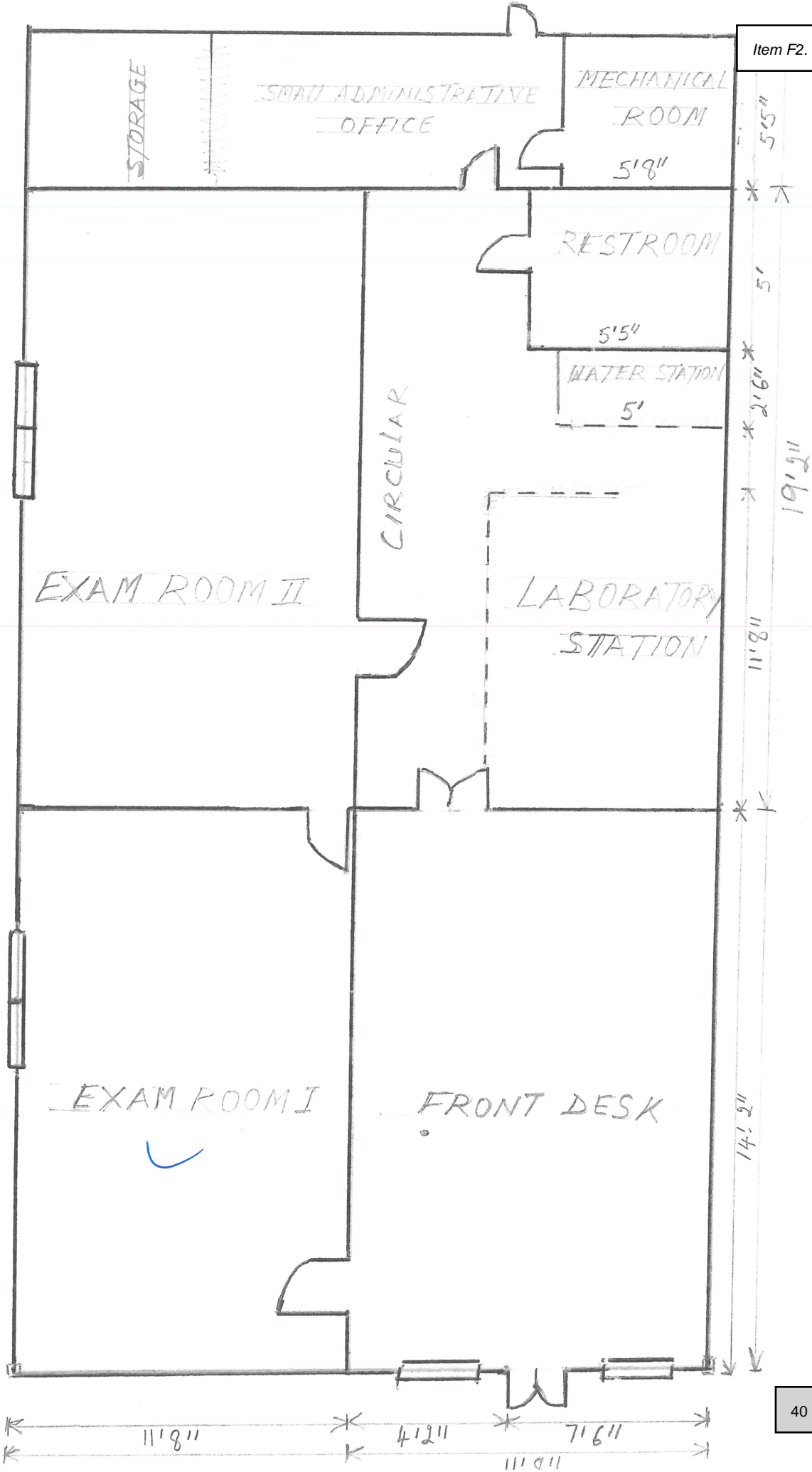
Our site plan preserves the look and feel of the district by keeping the existing landscaping, using downward-facing lighting to reduce glare, and ensuring that all activity remains contained on the property. The clinic’s operations are quiet, appointment-based, and similar to other professional offices in the area, which helps maintain the calm, low-impact character of the neighborhood. Overall, the design and operation of the facility respect the district’s standards while providing a needed healthcare service that fits the area’s established pattern of development.

**Dei Gracia Healthcare / Room Dimension & Area Table**

Space	Length L (in)	Length L (ft/in)	Width l (in)	Width l (ft/in)	Area (sq ft)
Front Desk	170	14 ft 2 in	140	11 ft 8 in	165.3
Exam Room 1	170	14 ft 2 in	140	11 ft 8 in	165.3
Exam Room 2	230	19 ft 2 in	140	11 ft 8 in	223.6
Lab Station	140	11 ft 8 in	90	7 ft 6 in	87.5
Restroom	65	5 ft 5 in	60	5 ft 0 in	27.1
Circular Area	170	14 ft 2 in	50	4 ft 2 in	59.0
Water Station	60	5 ft 0 in	30	2 ft 6 in	12.5
Mechanical Storage	68	5 ft 8 in	65	5 ft 5 in	30.7
Storage + Small Office	215	17 ft 11 in	68	5 ft 8 in	101.5

**N.B:** This table and total inserted directly into this **Use of Permit application** should be taken as a justification of the internal functional layout and program area for Dei Gracia Community Healthcare Center.

Item F2.



DEI GRACIA  
 HEALTHCARE  
 909 NORTH  
 CUNNINGHAM  
 AVENUE URBANA  
 SUITE A



**NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.**

**By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.**

**CERTIFICATION BY THE APPLICANT**

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.

\_\_\_\_\_  
Applicant's Signature



03-23-2026  
\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM ONCE COMPLETED TO:**

City of Urbana  
Community Development Department Services  
Planning Division  
400 South Vine Street, Urbana, IL 61801  
Phone: (217) 384-2440  
Fax: (217) 384-2367

**Exhibit E: Site Photos**



**View towards 909 N Cunningham Avenue (“Apple Tree Plaza”) from the southeast corner of Cunningham and Kerr avenues.**



**View towards 909 N Cunningham Avenue (“Apple Tree Plaza”) directly across North Cunningham Avenue.**



View of 909 N Cunningham Avenue (“Apple Tree Plaza”) from the parking lot.



View of Dei Gracia Healthcare at Suite A of 909 N Cunningham Avenue (“Apple Tree Plaza”).



**MINUTES OF A REGULAR MEETING**  
**URBANA PLAN COMMISSION**

**DRAFT**

**DATE:** May 21, 2026

**TIME:** 7:00 P.M.

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

**MEMBERS ATTENDING:** Andrew Fell, Klayton Matlock, Bill Rose

**MEMBERS EXCUSED:** Dustin Allred, Will Andresen

**STAFF PRESENT:** Evan Alvarez, Principal Planner; Kate Himick, Planner I; Teri Andel, Administrative Assistant II

**OTHERS PRESENT:** Anicet Kori, Nathalie Kori Nkenlifack

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

Andrew Fell agreed to serve as Acting Chair in the absence of Dustin Allred. Acting Chair Fell called the meeting to order at 7:00 p.m. Roll call was taken, and a quorum of the members was present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Minutes of April 16, 2026 Regular Meeting**

The minutes of April 16, 2026 regular meeting were presented to the Plan Commission. Mr. Rose moved that the Plan Commission approve the minutes as written. Mr. Matlock seconded the motion. The motion passed by unanimous voice vote.

**Minutes of May 7, 2026 Regular Meeting**

The minutes of May 7, 2026 regular meeting were presented to the Plan Commission. Mr. Rose requested a simple modification to the minutes on Page 10, 8<sup>th</sup> Paragraph, 2<sup>nd</sup> Sentence. It should read as such, "We The Plan Commission can bring ~~our~~ their own judgment to ~~the~~ staff's recommended position on this, ~~but I just wanted to say that~~ He stated the two criteria in red have a peculiar instance in this case that ~~he~~ does not ~~think~~ reflects poorly on the project."

Mr. Matlock moved that the Plan Commission approve the minutes as amended. Mr. Rose seconded the motion. The motion passed by unanimous voice vote.

#### D. COMMUNICATIONS

There were none.

#### E. CONTINUED PUBLIC HEARINGS

There were none.

#### F. OLD BUSINESS

There was none.

#### G. NEW PUBLIC HEARING

##### **Plan Case No. 2522-SU-26 – A request by Nathalie Kori Nkenlifack, operator of Dei Gracia Healthcare, for a Special Use Permit to allow a medical clinic at 909 North Cunningham Avenue in the B-3 (General Business) Zoning District.**

Acting Chair Fell opened the public hearing for Plan Case No. 2522-SU-26. He reviewed the procedures for a public hearing.

Kate Himick, Planner I, presented Plan Case No. 2522-SU-26 to the Plan Commission. She began by stating the purpose for the proposed Special Use Permit. She gave a brief background on the history of the subject property and noted the existing land use, zoning, place type, and proposed use of the property and of the surrounding, adjacent properties. She talked about the proposed use and how it relates to Big Move 10, Little Move 10.2, and Little Move 10.4 of the *Imagine Urbana* Comprehensive Plan. She reviewed the requirements for a Special Use Permit according to Section VII-4.A of the Urbana Zoning Ordinance. She stated the Summary of Findings and read the options of the Plan Commission. She presented City staff's recommendation that the Plan Commission recommend approval of the proposed Special Use Permit in Plan Case No. 2522-SU-26 with no conditions and that the recommended Special Use Permit be tied to the land rather than specific to Suite A.

Acting Chair Fell asked if any members of the Plan Commission had questions for City staff.

Mr. Rose asked if the applicant is the owner or a renter. Ms. Himick replied that the applicant is a renter. The Zoning Ordinance specifies that if the applicant is not the owner of the land that the owner provides express written permission, which staff has obtained from Cunningham Motor Sales Inc., who is the owner. She added that staff recommend that the Special Use Permit recommendation to City Council be tied to the entire parcel rather than the individual suite. The reason is to keep the Special Use Permit tied to an actual parcel of land rather than a chunk of a building, which would be hard to regulate and possibly too restrictive.

Mr. Rose asked if the City approves the proposed Special Use Permit, then the only use allowed would be the medical clinic and not the other uses allowed with approval of a Special Use Permit in the B-3 Zoning District. Ms. Himick said that is correct. Any other uses that require approval of a Special Use Permit would be required to apply for one.

Mr. Rose asked for clarification on the reason staff is requesting that the Special Use Permit applies to the entire parcel. Ms. Himick explained that it is because the applicant may want to move to a different suite or may want to expand when another suite becomes available. Mr. Rose stated that he feels the recommendation should also mention that the Special Use Permit applies only to the

health clinic use. Ms. Himick stated that the Special Use Permit would only be tied to the proposed medical clinic use in this case.

Acting Chair Fell asked if another medical clinic business that wanted to set up in another suite would be covered by the proposed Special Use Permit if the City ties this request to the entire parcel. Ms. Himick said yes, that is correct.

Acting Chair Fell asked if the Special Use Permit would expire with the tenant or if it will stay with the building. Ms. Himick replied that the Special Use Permit would remain with the land.

Acting Chair Fell asked if the applicant has already been operating a medical clinic in the subject building. Ms. Himick stated that the applicant opened Dei Gracia Healthcare in September of 2025.

With there being no further questions for City staff, Acting Chair Fell opened the hearing for public input. He invited the applicant to approach the Plan Commission.

Nathalie Kori Nkenlifack approached the Plan Commission to speak. She thanked the Plan Commission for considering her request, and she thanked Ms. Himick for doing a great job in presenting the case to the Plan Commission.

She explained that Champaign has resources like Public Health and Frances Nelson and wanted to build something similar in Urbana. She explained that she provides healthcare and psychiatric care to community members. Their goal is not to make money because they can make money through insurance, but they are doing this because their goal is to help people.

She talked about her life growing up in Cameroon in Central Africa. Her stepmom was a nurse, and she saw how her stepmom helped people, so her goal became helping people. She talked about her education and career in the medical field. Now, she has a full practice and can take all of her patients from medical to psych. She no longer needs to refer her patients to others or have a doctor supervise her. She mentioned that if she needs assistance, she has colleague that will come to help her. She urged the Plan Commission to approve her request for a Special Use Permit.

With there being no additional input from the audience, Acting Chair Fell closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Acting Chair Fell stated that he originally had two concerns about this request. The first one is if this would be a use trying to go into a building where it would be incongruous with other tenants of the building. Now, he does not believe that would be the case. He believes medical use would be appropriate for the other uses in the existing building.

His second concern was if the applicant was suggesting the medical clinic in a location where it would not be directly serving the people that it intends to serve, but now he feels it is. He stated that he believes it is the most appropriate use in the most appropriate place.

Mr. Rose moved that the Plan Commission recommend approval of the Special Use Permit for a medical clinic in Plan Case No. 2522-SU-26 to City Council with no conditions and that the recommended Special Use Permit be tied to the land rather than specific to Suite A. Mr. Matlock seconded the motion.

Roll call on the motion was as follows:

Mr. Fell	-	Yes	Mr. Rose	-	Yes
Mr. Matlock	-	Yes			

The motion was approved by unanimous vote 3-0.

Mr. Alvarez stated that Plan Case No. 2522-SU-26 would be forwarded to Committee of the Whole on June 1, 2026.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Alvarez reported on the following:

- Parking Over People Act
  - Act was passed on December 16, 2025 and goes into effect on June 1, 2026
  - “Section 5-10. Minimum automobile parking requirements prohibited. Except as otherwise provided in Section 5-15, a unit of local government may not impose or enforce any minimum automobile parking requirements on a development project if the project is located within one-half mile of a public transportation hub or one-eighth mile of a public transportation corridor.”
  - Definition – “*Public Transportation Corridor*” is defined as a street on which one or more bus routes have a combined frequency of bus service interval of 15 minutes or less during the morning and afternoon peak commute periods.”  
Definition – “*Public Transportation Hub*” is an intersection of two or more bus routes with a combined frequency of bus service interval of 15 minutes or less.
  - Map Showing Areas that are affected by the Parking Over People Act – He noted that the areas in purple reflect the areas that are affected by this Act and pointed out how often MTD buses run down certain streets and where hubs are located. He asked if the City of Urbana could mitigate these types of issues when they occur in Urbana.

Acting Chair Fell mentioned that the City of Champaign has removed many of their parking requirements already, and as a result, it has created some problems, especially for delivery drivers having to park on the street because there is no other place to park or for students moving in and out at the beginning and end of the school year. Can the City of Urbana mitigate these kinds of issues? Mr. Alvarez replied that if a vehicle is parked in the street multiple times, then any traffic violation(s) would still be in effect and enforceable by the Police.

Mr. Rose asked if there are any actions that City staff is considering taking as a consequence of this Act. Mr. Alvarez replied yes. He reviewed the Next Steps, which are to create a text amendment to the Urbana Zoning Ordinance that will come before the Plan Commission at the June 18, 2026 regular meeting. Staff plan to administratively

monitor in the meantime to ensure compliance with both state law and the Zoning Ordinance. He pointed out that any development that is started or was approved with parking before June 1, 2026 will not change. This only effects new development after June 1, 2026.

- Staff Update on Previous Cases – He mentioned that Planning staff will be providing updates on previous cases at future meetings.

#### **K. STUDY SESSION**

There was none.

#### **L. ADJOURNMENT**

The meeting was adjourned at 7:39 pm.

**ORDINANCE NO. 2018-04-031**

**An Ordinance Approving a Special Use Permit**

**(520 North Cunningham Avenue / Tatman Family L.L.C., – Plan Case 2341-SU-18)**

**WHEREAS**, Tatman Family L.L.C., on behalf of First Busey Trust & Investment Co., as Trustee under the provisions of a Trust Agreement dated the 6th day of August, 1985, known as Trust Number 1-2125, has petitioned the City for approval of a Special Use Permit to allow the establishment of a Medical Clinic in the B-3, General Business Zoning District; and

**WHEREAS**, the Urbana Zoning Ordinance requires a Special Use Permit for a Medical Clinic in the B-3, General Business Zoning District; and

**WHEREAS**, the proposed use is conducive to the public convenience at this location due to being a development on a vacant property and a new medical clinic located along a busy commercial corridor; and

**WHEREAS**, the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious, detrimental to its location or the public welfare; and

**WHEREAS**, the proposed development is consistent with the development regulations for properties in the B-3, General Business Zoning District and preserves the essential character of the district in which it shall be located; and

**WHEREAS**, after due publication, the Urbana Plan Commission held a public hearing on April 5, 2018, and voted with six (6) ayes and one (1) nay to forward Plan Case 2341-SU-18 to the Urbana City Council with a recommendation to approve the request for a Special use Permit, subject to a certain condition; and

**WHEREAS**, approval of the Special Use Permit, with the condition set forth below, is consistent with the requirements of Section VII-4 of the Urbana Zoning Ordinance, Special Use Permit Procedures, and with the general intent of that Section of the Ordinance; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS**, as follows:

**Section 1.** A Special Use Permit is hereby approved to allow a Medical Clinic in the B-3, General Business Zoning District with the following condition:

- The use generally conforms to the site plan dated April 11, 2018 (Attachment 1), except where modified to meet City regulations.

**Legal Description:**

Tract 1: Lot 102 of the Minor Plat of Five Points Northeast Subdivision, as per plat recorded April 27, 2005 as Document 2005R10989, in Champaign County, Illinois.

Tract 2: Easements benefiting Lot 102 as created by Reciprocal Easement Agreement with Covenants, Conditions and Restriction recorded April 27, 2005 as Document 2005R10992, in Champaign County, Illinois.

PIN: 91-21-08-427-010, Address: 520 North Cunningham Avenue

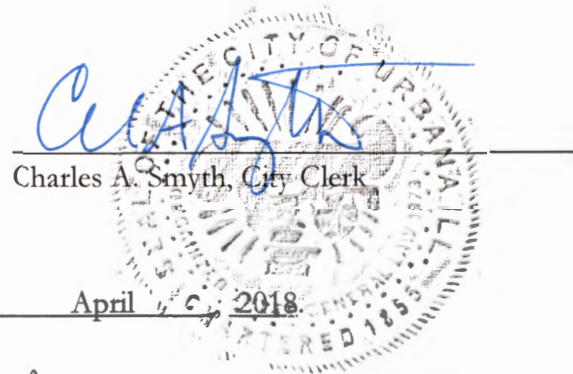
**Section 2.** The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the City Council. This Ordinance shall be in full force and effect from and after its passage and publication in accordance with the terms of Chapter 65, Section 1-2-4 of the Illinois Compiled Statutes (65 ILCS 5/1-2-4).

**PASSED BY THE CITY COUNCIL** this 16<sup>th</sup> day of April, 2018.

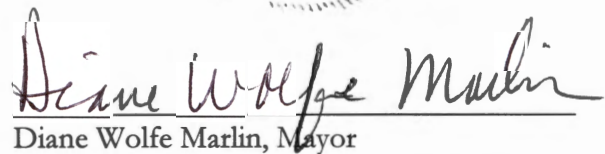
AYES: Ammons, Brown, Hazen, Jakobsson, Miller; Roberts, Wu

NAYS:

ABSTENTIONS:

  
Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this 25<sup>th</sup> day of April, 2018.

  
Diane Wolfe Marlin, Mayor

**CERTIFICATE OF PUBLICATION IN PAMPHLET FORM**

I, Charles A. Smyth, certify that I am the duly elected and acting Municipal Clerk of the City of Urbana, Champaign County, Illinois.

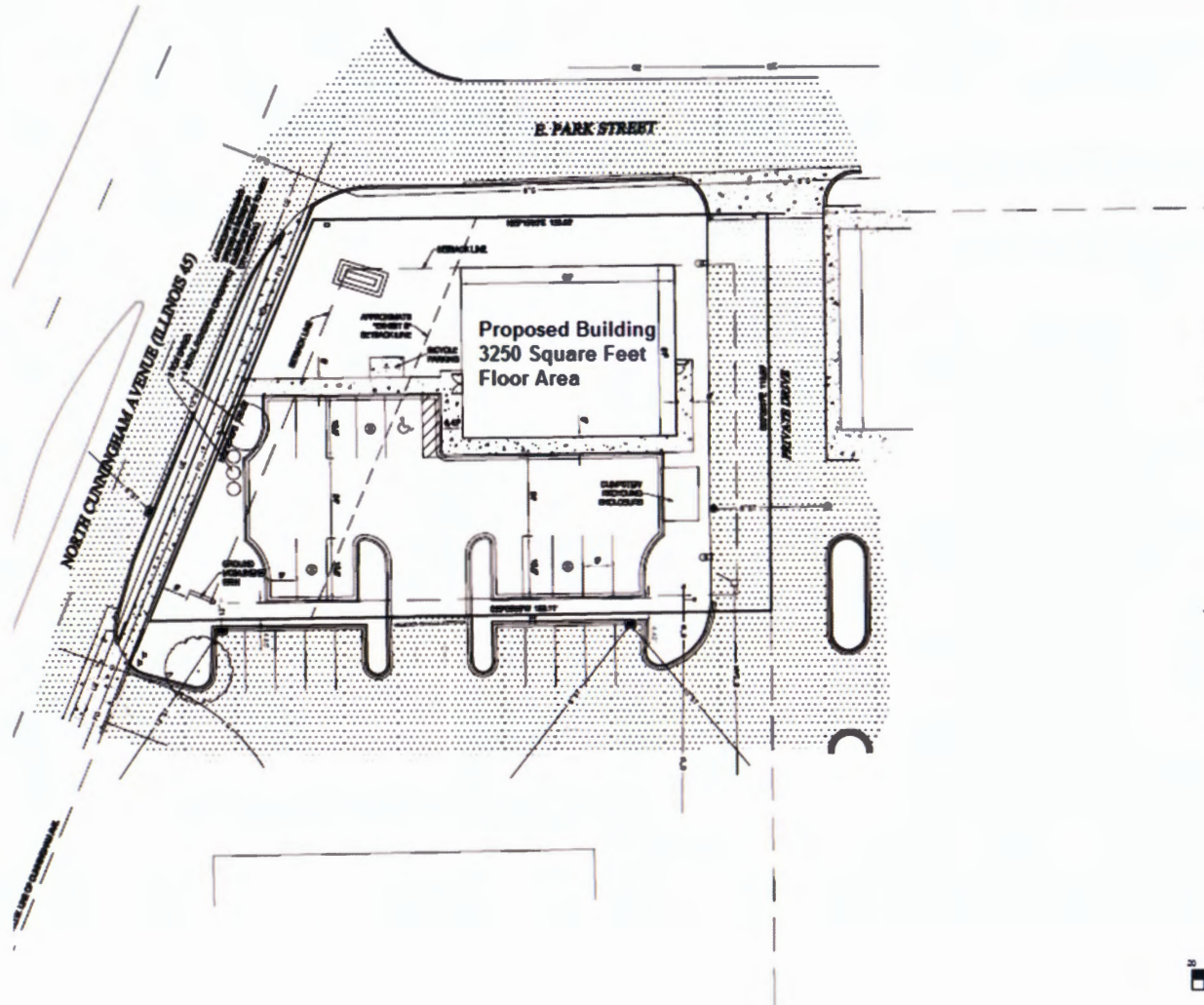
I certify that on the 16<sup>th</sup> day of April, 2018, the City Council of the City of Urbana passed and approved Ordinance No. 2018-F-031 entitled “An Ordinance Approving a Special Use Permit (520 North Cunningham Avenue / Tatman Family L.L.C., – Plan Case 2341-SU-18)” which provided by its terms that it should be published in pamphlet form. The pamphlet form of Ordinance No. 2018-04-031 was prepared, and a copy of such Ordinance was posted in the Urbana City Building commencing on the 18<sup>th</sup> day of April, 2018, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request at the Office of the City Clerk.

DATED at Urbana, Illinois, this 25<sup>th</sup> day of April, 2018.

Attachment 1

4/11/2018

**LEGAL DESCRIPTION**  
LOT 102 OF FIVE POINTS NORTHEAST SUBDIVISION, BEING A PART OF THE DE  
SECTION 8, T19N, R9E OF THE 3RD P.M., CHAMPAIGN COUNTY, ILLINOIS.



**SITE DATA**

PROPERTY ADDRESS - 102 CUMBERLAND DRIVE, URBANA, IL  
 PARCEL ID - 0000000700  
 ZONING - S-1  
 PARCEL AREA - 0.191 ACRES  
**PERMITS DATA**  
 SQUARE FT  
 DISTRICT  
 TOTAL 11 SPACES

**LEGEND**

- FOUND PERM SURVEY MARKER
- 4"Ø GAS
- 6"Ø WATER
- 8"Ø ELECTRIC
- 12"Ø WATER
- 18"Ø ELECTRIC
- 24"Ø GAS
- 36"Ø WATER



# CERTIFICATE OF PUBLICATION IN PAMPHLET FORM



I, Charles A. Smyth, certify that I am the duly elected and acting Municipal Clerk of the City of Urbana, Champaign County, Illinois. I certify that on the 16<sup>th</sup> day of April 2018 the City Council of the City of Urbana passed and approved Ordinance No. 2018-04-031, entitled:


**AN ORDINANCE APPROVING A SPECIAL USE PERMIT  
(520 NORTH CUNNINGHAM AVENUE / TATMAN FAMILY L.L.C., – PLAN CASE  
2341-SU-18)**

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2018-04-031 was prepared, and a copy of such Ordinance was posted in the Urbana City Building commencing on the 25<sup>th</sup> day of April 2018, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request at the Office of the City Clerk.

Dated at Urbana, Illinois, this 25<sup>th</sup> day of April, 2018.



  
\_\_\_\_\_  
Charles A. Smyth, City Clerk



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

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 15, 2026 Committee of the Whole  
**Subject:** **HP-2026-L-01:** An Ordinance Designating a Historic Landmark (108 East Water Street, “Urbana Civic Center” / Historic Preservation Case No. HP-2026-L-01)

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### Summary

#### *Action Requested*

City Council is being asked to designate the property at 108 East Water Street, a property owned by the City known as the Urbana Civic Center, as a historic landmark under Section XII-5 of the Zoning Ordinance.

#### *Prescribed Historic Landmark Timeline and Procedures*

The process for historic landmark designations are set forth in Art. XII of the Zoning Ordinance (Historic Preservation), commonly referred to as the Historic Preservation Ordinance. This Ordinance requires that the Historic Preservation Commission (HPC) hold a public hearing on the landmark application. Following the hearing, if the application was made by a third-party non-owner, and the property owner does not provide written consent, as here, the Ordinance requires the HPC to forward its recommendation to be considered by the Urbana City Council within 60 days:

“Lacking written owner consent to the landmark designation, the Preservation Commission shall recommend that the Urbana City Council approve or deny said application as specified in Section XII-3.D.2. The Preservation Commission’s recommendation shall be in writing and shall be accompanied by minutes of the meeting. Said recommendation shall then be forwarded to the Urbana City Council for consideration at a City Council meeting occurring within 60 days following the date of the close of the public hearing.” ([Section XII-5.E.1.b](#))

In this case, the application was made by a third-party non-owner, Ms. Phyllis Winter-Williams (Ms. Williams). The HPC held a public hearing on the application on June 3, 2026, and recommended approval of the landmark application to the City Council. The next required procedural step is for the City Council to formally consider and determine whether to approve the recommendation through enactment of an ordinance. According to the Historic Preservation Ordinance, “(i)f the City Council determines that the proposed historic landmark should be designated, it shall do so by

enacting an ordinance by majority vote of alderpersons then holding office. In the event of a tie, the Mayor may cast the deciding vote.” ([Sec. XII-5.E.2](#))

#### *Commission Recommendation*

The HPC reviewed the proposed landmark designation in a public hearing on June 3, 2026, and recommended approval to the City Council (four ayes to one nay). Please refer to the attachments for the HPC’s discussion and decision. The HPC also issued the following Findings of Fact to support their recommendation:

“The Civic Center was opened in 1970, was designed by Smith, Seaton, and Olach within the context of regional modernist expression, and holds significance due to its architecture, integrity, recognizability, and contributions to the civic and social history of the City of Urbana. The building meets five of the seven criteria for the designation of a property as a historic landmark. It meets items a, c, d, e, and f of the designation criteria.”

#### **Relationship to City Services and Priorities**

##### *Impact on Core Services*

Approval of the landmark status will have no direct impact on City services.

##### *Strategic Goals & Plans*

The 2023 Downtown Public Realm Study identifies the area surrounding 108 E Water Street as an “Opportunity Area” for public realm improvements. The designation also has the potential to contribute to the *Imagine Urbana* Comprehensive Plan through the following Little Move:

- Encourage adaptive reuse and historic preservation of existing buildings that contribute to the City’s architectural heritage. (Little Move 11.14)

##### *Previous Council Actions*

On **June 16, 2014**, Resolution No. 2014-05-025R was adopted recognizing an Intergovernmental Agreement between the City of Urbana and the Champaign-Urbana Mass Transit District (MTD) for the development of a transit facility within the “Primary Area of Emphasis,” which can generally be described as comprising Downtown Urbana.

On **May 24, 2018**, members of staff presented a memo to the Mayor regarding potential closure of the Urbana Civic Center. The memo was circulated with Council Members and discussed at the **May 29, 2018**, Committee of the Whole meeting. Options were outlined and presented: 1) continue operating the Civic Center at a deficit of \$40,000 to \$50,000 per year, with up to \$1 million in deferred maintenance; 2) or to close operations of the facility at the end of the Fiscal year. The memo is included as an attachment.

On **June 11, 2018**, Ordinance No. 2018-06-045 was discussed in the Committee of the Whole meeting, which included proposed divestment from the Civic and consideration of public-private development for the lot. The minutes from the meeting are included as an attachment.

On **June 18, 2018**, Ordinance No. 2018-06-045 was passed unanimously by the City Council, including the closure of the Urbana Civic Center, with closure effective December 31<sup>st</sup>, 2018. Meeting minutes are included as an attachment.

On **June 26, 2023**, City Council approved an update to the City’s Capital Improvement Plan (2024 – 2028), which proposed divestment from the Civic and consideration of private-public development for the lot.

On **May 27, 2025**, City Council approved an update to the City’s Capital Improvement Plan (2026 – 2030), which included the demolition of the Civic Center.

On **June 08, 2026**, City Council approved an update to the City’s Capital Improvement Plan (2026 – 2030), which included the demolition of the Civic Center.

## Discussion

### *Additional Background Information*

As part of MTD’s proposal for a downtown transit facility at 108 E Water Street, both a National Environmental Policy Act (NEPA) review and a Section 106 review were required to determine impacts in the area of potential effect. Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires federal agencies to consider the potential effects of their undertakings— such as projects they carry out, approve, fund, or permit— on historic properties, which include buildings, structures, sites, and districts either listed in or eligible for the National Register of Historic Places. As part of the Section 106 review, the Illinois State Historic Preservation Officer (SHPO) made the determination that the Civic Center is National Register-eligible due to the site’s association with recreation, community events, and culture; and the site’s architecturally significant for its structurally expressive, modernist design.<sup>1</sup>

The Section 106 process was initiated on May 23, 2024, and was completed on January 9, 2026, with the signing of a Memorandum of Agreement (MOA) between the Federal Transit Administration, the Illinois SHPO, and MTD. The MOA describes the agreed upon mitigation measures of documenting and recording the history of the Civic Center, should the Civic Center be demolished to make way for the proposed transit facility. The proposed mitigation measures include the recordation of the Civic Center according to the Historic Illinois Building Survey (HIBS) Level III standard. This recordation shall include items such as photography, a detailed historical context report, physical descriptions of the building, original blueprints, and historic drawings, images, and

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<sup>1</sup> The National Register of Historic Places typically requires sites to be at least fifty years old to be eligible for listing. As the Civic Center opened in 1970, it would have become eligible for listing in 2020.

maps. Upon completion, this recordation package will be stored at the Abraham Lincoln Presidential Library in Springfield, on SHPO's website, and at the Urbana Free Library. The MOA is included as an attachment.

Ms. Williams, the applicant who has proposed landmark status for the site, referenced SHPO's determination that the Civic Center is National Register-eligible. These criteria and the Memorandum of Agreement were shared with the HPC per Section 106 guidelines.

Per [Section XII-5.C](#) of the Urbana Zoning Ordinance, the HPC evaluates potential landmarks based on whether they meet one or more of the seven possible criteria for designation. Ms. Williams, the applicant, nominated the site under criteria a, c, d, e, and f. The HPC concurred with Ms. Williams' listed criteria and found that the property met the following criteria:

- a. the building's significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political, and social heritage of the City of Urbana;
- c. its representation of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style craftsmanship, method of construction or use of indigenous materials and which retains a high degree of integrity;
- d. the notable work of a master builder, designers, architect or artist whose individual genius has influenced an area;
- e. its identifiability as an established and familiar visual feature in the community owing to its unique location or physical characteristics;
- and f. the building's status as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance.

#### *Operations Impact*

If the landmark status is approved, Public Works will continue monitoring and supervision of the site. This will include routine inspections of the property for vandalism, pests, and water damage; operating the HVAC system during the summer months to maintain airflow; and mowing and maintaining the landscaping. The City would be required to obtain a Certificate of Appropriateness and undergo review by the HPC before making any future exterior or structural changes to the property, including any proposed demolition.

The HPC would review and approve any major works to the site, through a series of "Review Criteria for Certificates of Appropriateness" ([Per Section XII-7](#)); there are ten criteria for consideration that the Commission shall use to make their determination.

If the landmark status is approved, any future Request for Proposal (RFP) for use of the site by a future owner/developer would include the landmark status of the property, necessitating the need for Certificates of Appropriateness. The landmark status would require that any future development maintain the Civic Center as currently built, adding at least \$1 million dollars in costs due to the deferred maintenance. Alternatively, adaptive reuse—the process of repurposing an existing building for a new use that is different from what it was originally designed for, while retaining most of its

structural framework—could be considered for future use of the site. However, adaptive reuse would qualify as a major work necessitating the need for Certificates of Appropriateness and the involved review of site plans and construction materials by the HPC.

*Policy or Statutory Impacts*

No impact.

*Fiscal and Budget Impact*

The financial and budgetary realities of maintaining the site have been a topic of ongoing discussion since before the Civic Center’s closure in 2018. In May 2018, a memo to the City Council estimated that addressing deferred maintenance would cost between \$750,000 and \$1,000,000. Although those figures have since increased due to rising construction material costs and inflation, the underlying repairs would need to be completed to ensure the site remains safe to occupy over the long term.

*Community Impact*

Should the landmark application be approved, the City of Urbana (current owner) or any future owner would be required to maintain the existing property or obtain Certificates of Appropriateness from the HPC for future exterior or structural changes to the property, including any proposed demolition.

**Recommendation**

The HPC recommended approval of the proposed landmark designation under Section XII-5.C of the Zoning Ordinance.

*Next Steps*

If approved, this site would be designated as a local historic landmark. This would be the final action for this case.

**Attachments**

1. An Ordinance Designating a Historic Landmark (108 East Water Street, “Urbana Civic Center” / Historic Preservation Case No. HP-2026-L-01)
2. HPC Staff Memo and Landmark Application for 108 East Water Street (Historic Preservation Case No. HP-2026-L-01)
3. Notice of HPC Local Landmark Recommendation
4. Draft Minutes from June 3, 2026, Historic Preservation Commission Meeting
5. Memorandum of Agreement January 9, 2026
6. Memorandum Regarding Civic Center Closure May 24, 2018
7. Committee of the Whole Meeting Minutes May 29, 2018
8. Committee of the Whole Meeting Minutes June 11, 2018
9. Council Minutes June 18, 2018

Originated by: Evan Alvarez, Principal Planner

Reviewed: Olivia Jovine, Director of Community Development Services  
Matt Roeschley, City Attorney

Approved: Darius White, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE DESIGNATING A HISTORIC LANDMARK  
(108 East Water Street, “Urbana Civic Center” / Historic Preservation Case No.  
HP-2026-L-01)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Article XII of the Urbana Zoning Ordinance provides the City of Urbana the authority to designate local landmarks and historic districts with the stated purpose to promote the educational, cultural, economic, and general welfare of the community; and

**WHEREAS**, Phyllis Winters-Williams has nominated the property at 108 East Water Street, Urbana (commonly referred to as the “Urbana Civic Center” or the “Civic Center”) to be designated a historic landmark pursuant to the Urbana Historic Preservation Ordinance; and

**WHEREAS**, the owner of the subject property has been duly notified of the nomination and has not provided written consent or authorization for the property’s designation as a historic landmark; and

**WHEREAS**, after due publication and notice to all parties as is required under the Historic Preservation Ordinance, a public hearing was held by the Urbana Historic Preservation Commission on June 3, 2026, concerning the subject historic landmark nomination; and

**WHEREAS**, the Historic Preservation Commission found that the Urbana Civic Center met criteria a, b, c, d, and e, as set forth in Section XII-5.C.1 of the Urbana Zoning Ordinance, and voted to recommend landmark designation for the subject parcel to the Urbana City Council by a vote of four (4) ayes and one (1) nay; and

**WHEREAS**, the owner of the subject parcel was notified of the date of the public hearing and the date of the City Council meeting at which the designation is to be considered.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

The Council does hereby find and determine, based on the recommendation of the Historic Preservation Commission, that the subject parcel should be designated as a historic landmark on the basis of meeting the following criteria in Section XII-5.C.1 of the Urbana Zoning Ordinance:

- a) *Significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political or social heritage of the nation, state, or community.*
- b) *Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous materials, while retaining a high degree of integrity.*
- c) *Notable work of a master builder, designer, architect or artist whose individual genius has influenced an area, or notable work of a firm or group whose collective genius has influenced an area.*
- d) *Identifiable as an established and familiar visual feature in the community owing to its unique location or physical characteristics.*
- e) *Character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouse, gas station or other commercial structures with a high level of integrity or architectural significance.*

**Section 2.**

An Ordinance is hereby enacted, and the said structure at 108 East Water Street, commonly referred to as the “Urbana Civic Center” or the “Civic Center,” is hereby designated as a local historic landmark, pursuant to Article XII of the Zoning Ordinance of the City of Urbana, Illinois.

Legal description for the land commonly known as 108 East Water Street:

Parcel 1:

The East ½ of Outlot 2 of Outlots to the Original Town (now City) of Urbana, as per

plat recorded in Deed Record “A” at page 16, in Champaign County, Illinois.

Parcel 2:

The East ½ of the West ½ of Outlot 2 of Outlots to the Original Town (now City) of Urbana, as per plat recorded in Deed Record “A” at page 16, in Champaign County, Illinois.

Parcel 3:

The West 200 feet of Outlot 3 of Outlots to the Original Town (now City) of Urbana, as per plat recorded in Deed Record “A” at page 16, in Champaign County, Illinois.

Parcel 4:

The South 52 feet of the West ½ of the West ½ of the South ½ of Outlot 2 of Outlots to the Original Town (now City) of Urbana, as per plat recorded in Deed Record “A” at page 16, in Champaign County, Illinois.

Excepting therefrom the North 5 feet of even and equal width thereof.

Said property being commonly known as 108 East Water Street, Urbana, Illinois and having P.I.N. 91-21-08-461-014.

**Section 3.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this date day of Month, 2026.

AYES:

NAYS:

ABSTENTIONS:

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Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this date day of Month, 2026.

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DeShawn Williams, Mayor



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

### *Planning Division*

#### m e m o r a n d u m

**TO:** Historic Preservation Commission

**FROM:** Kate Himick, Planner I

**DATE:** May 27, 2026

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

### Introduction

Phyllis Williams has submitted an application to designate the “Urbana Civic Center” (Civic Center), located at 108 East Water Street, as a Local Historic Landmark. The owner — City of Urbana, Legal Division — has not provided written consent or authorization for this nomination for consideration as a Local Landmark by the City of Urbana Historic Preservation Commission (HPC).

The Zoning Ordinance, which contains Article XII Historic Preservation, does not require owner approval for Historic Landmark nomination or designation. Lacking written owner consent to the landmark designation, the HPC shall recommend that the Urbana City Council approve or deny said application. The Zoning Ordinance requires HPC to hold a public hearing on the application within 60 days of receiving a complete application. The application was reviewed by staff and deemed complete on April 27, 2026. At the public hearing on June 3, 2026, the HPC should take comments from the nominators, the owners, and any other parties who wish to be heard on the application. In addition, the HPC should consider all written comments received prior to or during the hearing. It is the responsibility of the nominator to provide evidence of the suitability for historic landmark status as well as documentation of such evidence.

Following the public hearing, the HPC should review all information presented to it that is pertinent to the nomination and make a recommendation to City Council to approve or deny the application for Landmark status. Staff finds that the nomination meets criteria a, c, d, e, and f, as set forth in Section XII-5.C.1 of the Zoning Ordinance.

Should the application be recommended favorably to City Council and then passed by ordinance, the owner would be required to obtain a Certificate of Appropriateness from the HPC for future exterior or structural changes to the property, including any proposed demolition, as per the requirements of Section XII-6 of the Zoning Ordinance.

### Background

The applicant is nominating the Civic Center for designation as a historic landmark under several landmark criteria (a, c, d, e, and f). These criteria include:

- The building’s significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political, and social heritage of the City of Urbana;

- Its representation of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style craftsmanship, method of construction or use of indigenous materials and which retains a high degree of integrity;
- The notable work of a master builder, designers, architect or artist whose individual genius has influenced an area;
- Its identifiability as an established and familiar visual feature in the community owing to its unique location or physical characteristics;
- and the building's status as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance.

Originally intended as Phase I of a three-phase, community-focused project extending north from Water Street, the Civic Center was dedicated in 1970 as a modern civic gathering space, which would fill the gap left by the closure and demolition of the Urbana Community Building on Elm Street. The Civic Center served as an affordable, mid-sized public venue supporting a broad spectrum of community activities until its closure in December 2018. Over its history, the facility hosted a wide variety of organizations, events, and public meetings, including art shows, religious gatherings, political debates, educational functions, neighborhood and cultural associations, weddings, and nonprofit fundraisers. The building is notable for its longstanding role in the civic and social life of Urbana and the greater community, and the building holds a prominent place in community memory.

The building faces south towards East Water Street and is a one-story modern structure with an irregular plan comprised of a main, square primary volume with a rear wing. The rear wing is not immediately discernable to the observer, and the building gives the impression of a square, symmetrical plan. Character-defining features identified in the application include its flat roof with four pyramid-shaped skylight cupolas, deep overhanging eaves, exposed mottled brick walls, large expanses of metal-frame windows, and open interior spaces. The applicant states that the building retains a high degree of physical integrity and that few substantial alterations have occurred since its original construction and subsequent dedication in 1970.

The Civic Center is also significant as an example of architectural modernism and its expression in the Midwest and the Champaign-Urbana area. The building was designed by architects Delbert Smith, Scott Seaton, and Milan Olach, of the firm Smith, Seaton, and Olach (1964–1970), who strove to make the building “practical, useful, and eye appealing.”<sup>1</sup> At the time of the Civic Center’s construction, Smith, Seaton, and Olach were embedded in a local community of architects such as A. Richard Williams (then head of the UIUC School of Architecture) and Jack Sherman Baker (UIUC faculty member) who were incorporating Mid-Century Modern tenets into their work, while adapting it to the prairie landscape of Central Illinois. This regional work has previously been described as “Mid-Continent Modern,” characterized by formal simplicity, functional pragmatism, and thoughtful detailing in keeping with the surrounding environment.<sup>2</sup>

The Illinois State Historic Preservation Officer (SHPO) has also determined that the Civic Center is eligible for listing in the National Register of Historic Places under Criterion A for its association with recreation, community events, and culture, and under Criterion C as an example of architecturally significant and structurally expressive, modernist design. Given that the Civic Center was constructed

<sup>1</sup> Jim Hopwood, “Civic Center Construction Delayed,” *Daily Illini*, February 12, 1969.

<sup>2</sup> Phillip Kalantis-Cope, *Mid-Continent Modern: The Champaign School of Mid-Century Architecture* (Champaign, IL: Immaterial Books, 2024).

in the late 1960s, the building has only recently met the typical 50-year threshold to be considered National Register eligible.

The nomination application provides ample evidence supporting each of the five identified landmark designation criteria, plus other relevant information in support of the significance of the property as part of the community history and contribution to life in Urbana.

## Discussion

According to the Zoning Ordinance, a proposed landmark must meet one or more of the following criteria for designation as provided in Section XII-5.C *Landmark Criteria*. The information provided by the applicant has been reviewed by staff and it is staff's opinion that the property meets the following historic landmark designation technical criteria.

Criteria for Nomination:

- a) *Significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political or social heritage of the nation, state, or community.*

The building's architecture and form represent a particular time in the history of the City of Urbana and the greater region, and its long-standing use as a secular, affordable community center and venue space has shaped the civic and social life of Urbana and the greater community. The Civic Center holds a prominent place in community memory.

- c) *Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous materials, while retaining a high degree of integrity.*

The building reflects distinctive local and regional expressions of Mid-Century Modern design. The Civic Center was opened in 1970 and retains a high degree of integrity, retaining its character-defining features — a flat roof with four pyramid-shaped skylight cupolas, deep overhanging eaves, large expanses of metal-frame windows, and open spaces. The Civic Center has also been determined to be National Register eligible under Criterion C for its structurally expressive, modernist design.

- d) *Notable work of a master builder, designer, architect or artist whose individual genius has influenced an area, or notable work of a firm or group whose collective genius has influenced an area.*

The building was designed by architects Delbert Smith, Scott Seaton, and Milan Olach, of the firm Smith, Seaton, and Olach (1964–1970). These architects were part of a greater local community of architects and designers who were incorporating modernist tenants into their work, while adapting it to the Central Illinois prairie. Smith, Seaton, and Olach fit into a broader collective of architects operating during this time period that held significant influence over the built environment of Urbana and Champaign and the concentration of modernist structures in the area.

- e) *Identifiable as an established and familiar visual feature in the community owing to its unique location or physical characteristics.*

The building's uniquely shaped cupolas are an identifiable feature in the downtown landscape of Urbana, and act as a familiar visual feature both physically and in the community's collective memory of the building's years of function as a community center and venue space.

- f) *Character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance.*

The building has been determined to be National Register eligible under Criteria A and C, which address the building's significance as a hub for community events and its architecture. Smith, Seaton, and Olach intended the building to be "practical, useful, and eye appealing" and stated that "the center will contain only the bare necessities because longevity not cheapness of construction is wanted."<sup>3</sup> Their commitment to simple utility, design, and function fit within this criterion.

## Public Input

Staff published a legal ad in *The News-Gazette* to notify the public of the request and public hearing fifteen days prior to the Historic Preservation Commission meeting. Staff also sent letters to ten (10) neighboring property owners (within 250 feet of the subject property), notifying them of the request, and posted several public hearing signs on the property. To date, staff have not received comments about the requested landmark.

## Summary of Findings

Recommended statements of findings based on the application and the completed analysis are below. The Historic Preservation Commission may revise these findings based on their review and consideration of the case, including any evidence that may be submitted at the public hearing.

1. On April 24, 2026, the City of Urbana's Planning Division received a landmark application to designate the property located at 108 East Water Street ("Urbana Civic Center") as a Local Historic Landmark. The application was deemed complete by staff on April 27, 2026.
2. The applicant, Phyllis Williams, is not the owner of 108 East Water Street, and the owner has not consented to the landmark nomination. Section XII-5.A.2 of the Zoning Ordinance states that owner approval shall not be required for historic landmark nomination or designation. Section XII-E of the Zoning Ordinance states that when lacking written owner consent to the landmark designation, the Historic Preservation Commission shall recommend that the Urbana City Council approve or deny said application per Article XII.
3. The Historic Preservation Commission opened a public hearing on June 3, 2026, to consider a recommendation for landmark designation of the subject property.
4. The Civic Center was opened in 1970, was designed by Smith, Seaton, and Olach within the context of regional modernist expression, and holds significance due to its architecture, integrity, recognizability, and contributions to civic and social history in the City of Urbana.
5. The building meets five of the seven criteria for the designation of a property as a historic landmark. The building meets items a, c, d, e, and f of the designation criteria.

## Options

The Historic Preservation Commission has the following options in Case No. HP-2026-L-01:

1. Find that the nomination meets one or more of the criteria for designation as a local landmark

<sup>3</sup> Hopwood, "Civic Center Construction Delayed," *Daily Illini*, 1969.

and recommend to the Urbana City Council that the property be designated as a local landmark; or

2. Find that the nomination does not meet any of the criteria for designation and recommend to the Urbana City Council that the property not be designated as a local landmark.

In either case, the Historic Preservation Commission should include Findings of Fact in their motion. The Findings of Fact should summarize the Commission's justification for finding that the nomination either meets or does not meet the relevant criteria. The vote required is a majority vote of those members present and voting, but with not less than three affirmative votes.

### **Recommendation**

Because the property owner has not consented to the applicant's nomination of the property as a local landmark, the Historic Preservation Commission must recommend to the Urbana City Council to either designate or not designate the property as a local landmark. The Urbana City Council holds final decision-making authority in this case.

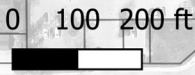
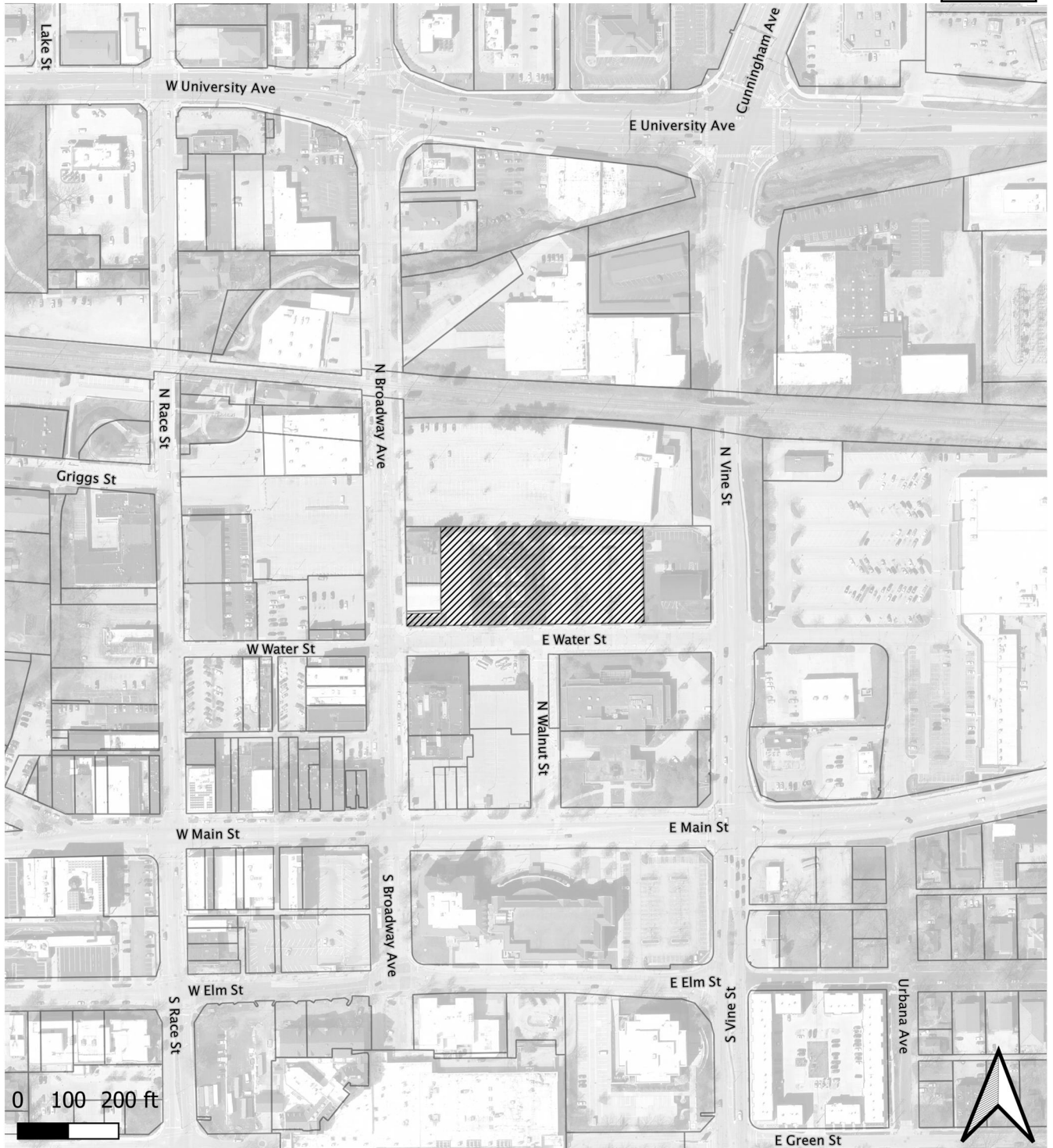
Based on the application and staff analysis provided above, staff recommend the Historic Preservation Commission find that the Local Historic Landmark nomination for 108 East Water Street, Urbana, conforms with criteria a, c, d, e, and f of Section XII-5.C of the Zoning Ordinance and **RECOMMEND APPROVAL** of the application to Urbana City Council, with Findings of Fact as stated in the Summary of Findings.

Attachments: Exhibit A: Location Map  
 Exhibit B: Plat  
 Exhibit C: Application and Nomination Statement  
 Exhibit D: Supplemental Photos  
 Exhibit E: Additional Detail Provided by Applicant

CC: Phyllis Williams, Applicant

# Location Map

Item F3.



//// Subject Property



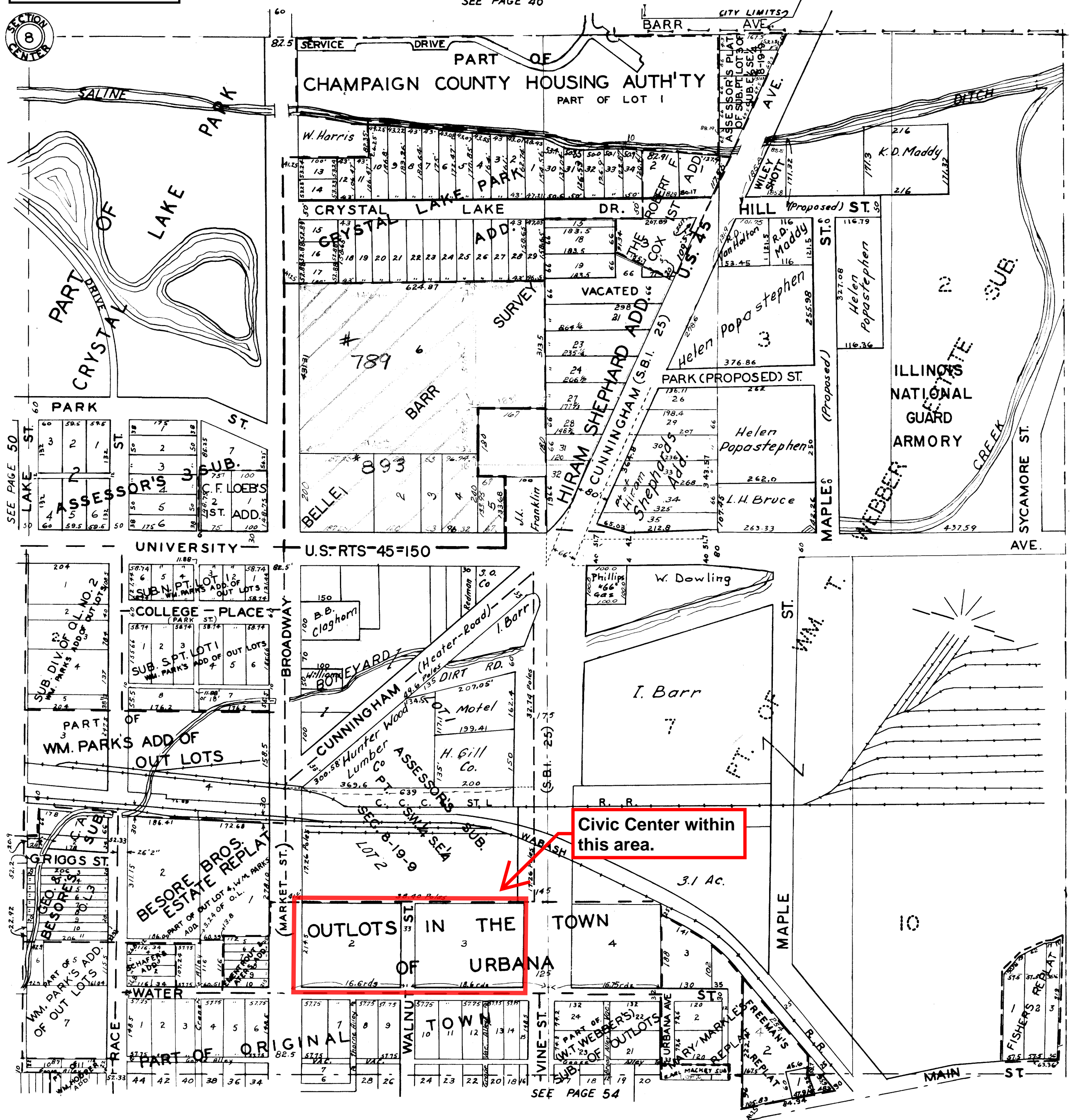
Case: HP-2026-L-01  
Subject: Landmark Designation  
Location: 108 East Water Street  
Applicant: Phyllis Winters-Williams

**Exhibit B:**  
**1969 Tax Map**

# URBANA

SE 1/4 SEC. 8 CUNNINGHAM TWP  
SCALE 200 FT. TO 1 INCH T. 19N. R. 9E. OF THE 3RD. P.M.

SEE PAGE 46



SEE PAGE 50

SEE PAGE 54

SEE PAGE 48



## HISTORIC PRESERVATION APPLICATION TYPES and PROCESS

### 1. Certificate of Appropriateness

A Certificate of Appropriateness is a certificate approving of plans for alteration of either a designated landmark or a structure within a designated historic district.

#### *Determining Level of Review:*

After receiving a completed application for any work qualifying as an undertaking, the Zoning Administrator and the Chair of the Historic Preservation Commission shall determine according to Tables XII-1 and XII-2 of the Zoning Ordinance whether the application is an exempt undertaking and requires no review, requires administrative review (Minor Work activities), or requires Historic Preservation Commission review (Major Work activities).

### 2. Certificate of Economic Hardship

A Certificate of Economic Hardship is a certificate authorizing an alteration following the denial of a Certificate of Appropriateness. The Historic Preservation Commission shall hold a public hearing within 50 calendar days after receiving a completed application of Certificate of Economic Hardship. The Commission shall review the application and determine if it: 1) the subject property cannot be put to any reasonably beneficial use or 2) the owner/applicant will suffer a substantial economic loss if the application is not approved, and in either case, further finds that the hardship was not created with the intent of circumventing the Historic Preservation Ordinance.

### 3. Historic Landmark

A Historic Landmark is a property, building, structure, site, or object which is worthy of preservation because of its historic and/or architectural significance to the City of Urbana. After a completed application nominating an area as a historic landmark is received, the Building Official shall not issue building permits (including demolition permits) for activities that would require a Certificate of Appropriateness for the subject property, building, structure, site or object until the designation process is concluded. Nominations may be made by any person. Owner approval shall not be required. The Historic Preservation Commission shall hold a public hearing within 60 days after receiving an application and review whether the application meets the criteria for the designation of a historic landmark.

If the owner consents to the landmark designation and the Commission finds that the property conforms to one or more of the criteria set forth in Section XII-5.C.1 of the Zoning Ordinance, then the Historic Preservation Commission shall make the final determination and designate the property as a historic landmark. However, lacking written owner consent to the landmark designation, the Commission will make a recommendation to the City Council, who will make the final determination.

### 4. Historic District

A Historic District is an area which contains, within defined geographic boundaries, buildings, structures, sites, or objects which may or may not be landmarks that contribute to the overall historic characteristics of the designated area. After a completed application nominating an area as a historic district is received, the Building Official shall not issue building permits (including demolition permits) for activities that would require a Certificate of Appropriateness for all affected properties until the designation process is concluded. Nominations may be made by any person. A completed application for historic district nomination must be accompanied by signatures of parcel owners representing no less than 25% of the properties within the proposed district endorsing said nomination. The Historic Preservation Commission shall hold a public hearing within 60 days after receiving an application and review whether the application meets the criteria for the designation of a historic district. The Commission will make a recommendation to the City Council, who will make the final determination.



## APPLICATION FOR HISTORIC PRESERVATION

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

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

**NOTE: Fields marked with an \* must be completed.**

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

### PROPERTY INFORMATION

Address/Location of Subject Site\* **108 E Water Street, Urbana IL 61801**

Parcel/PIN # of Subject Site **91-21-08-461-014**

Lot Size **Approx. 1.83 acres**

Current Zoning District **B-4 Central Business**



Current Land Use (vacant, residence, grocery, factory, etc)\* **The Urbana Civic Center sits upon the**

Legal Description

**Lots pt. 2, pt. 3, Urbana Original Town-Outlots, Section 8, Township 19N, Range 9E, Subdivision Book DR\_A, Subdivision page 16.**

### APPLICANT INFORMATION

Name of Applicant\* **Phyllis Winters-Williams**

Applicant Business Name

Applicant Mailing Address

Street #



Street Name\*



Apartment #, Suite #, Etc.

City\*



State\*



Zip\*



Applicant Email Address\*



Applicant Phone\*



Multiple Applicants\*

No

Yes

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

Property Interest of Applicant(s)\* **Other** A proud Urbana citizen.



**OWNER INFORMATION\***

This property has one owner.

This property has multiple owners

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

Owner Name\* **The City of Urbana**

Owner Business Name

Owner Mailing Address

Owner Street #\* **400**

Street Name\* **South Vine Street**

Owner Apartment #, Suite #, Etc.

Owner City\* **Urbana**

State\* **Illinois**

Zip\* **61801**

Owner Email Address\* **I am not certain whom I should list.**

Owner Phone\* **217-384-2454**

**CONSULTANT INFORMATION**

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

Architect Name

Architect Company

Architect Mailing Address

Architect Email Address

Phone

Engineer Name

Engineer Company

Engineer Mailing Address

Engineer Email Address

Phone

Surveyor Name

Surveyor Company

Surveyor Mailing Address

Surveyor Email Address

Phone

Attorney Name

Attorney Company

Attorney Mailing Address

Attorney Email Address

Phone

## REQUEST INFORMATION

Permit Type\*: **Landmark Designation**



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

**See supplemental material.**

Staff Note: See Exhibit E for supplemental material.

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

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

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

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

**CERTIFICATE OF APPROPRIATENESS**

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

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

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

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

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

## EXHIBIT A - CERTIFICATE OF APPROPRIATENESS REVIEW CRITERIA

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

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

## CERTIFICATE OF ECONOMIC HARDSHIP

.....#.....@.....

@.....hich the Certificate of Economic Hardship is being sought. Reference the Application for Certificate of Appropriateness, if applicable.

Describe why the property and improvements cannot be put to a reasonably beneficial use and/or why the owner cannot obtain a reasonable economic return from the property without the approval of the proposed work indicated above.

If you indicated that a reasonable economic return cannot be obtained from the property without the approval of the proposed work, attach documentation in support of this claim. Here is a suggested list of documentation:

1. The amount paid for the property, the date of purchase and the party from whom purchased (including a description of the relationship, if any, between the owner and the person from whom the property was purchased).
2. The assessed value of the land and improvements thereon according to the two most recent assessments.
3. Real estate taxes for the previous two years.
4. Remaining balance on mortgage, if any, and annual debt service, if any, for the previous two years.
5. All appraisals obtained within the previous two years by the owner or applicant in connection with this purchase, financing or ownership of the property.
6. Any listing of the property for sale or rent, price asked and offers received, if any.
7. Any consideration by the owner as to profitable adaptive uses for the property.
8. If the property is income-producing, the annual gross income from the property for the previous two years, itemized operating and maintenance expenses for the previous two years, and annual cash flow before and after debt service, if any during the same period.
9. Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture or other.
10. The cost of the proposed work and the cost of alternatives.
11. Any other information, including the income tax bracket of the owner, applicant or principal investors in the property, reasonably necessary for a determination as to whether the property can be reasonably used or yield a reasonable return to present or future owners.

## HISTORIC LANDMARK DESIGNATION

Attach a map showing the boundaries and location of the property proposed for nomination.

Attach photographs showing the important structures or features of the property or structure

Indicate which of the following criteria apply to the property or structure (*check all that apply*). Additionally, attach a statement that describes the proposed landmark and its historic significance; list reasons why it is eligible for nomination; and show how the proposed landmark conforms to the criteria for designation (*see Suggested Format on the following pages*).

- Significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political, or social heritage of the nation, state or community;
- Associated with an important person or event in national state or local history;
- Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous materials and which retains a high degree of integrity;
- Notable work of a master builder, designers, architect or artist whose individual genius has influenced an area; Identifiable as an established and familiar visual location or physical characteristics;
- Character is a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance;
- Yields, or may be likely to yield information important in history or prehistory

**HISTORIC LANDMARK PREFERENCE FORM**

LANDMARK NOMINATION OF PROPERTY

Address of Nominated Property:

Owner of Nominated Property:

Street Address of Owner:

City | State | Zip of Owner:

Telephone Number of Owner:

- I **support** the nomination of the aforementioned property for landmark designation.
- I **do not** support the nomination of the aforementioned property for landmark designation.
- I have **no opinion** regarding the nomination of property for landmark designation.

**COMMENTS:**

**Signature:**

**Date:**

**Signature:**

**Date:**

## Suggested Format for Content and Organization of “Statements” for Historic Landmark Designation Application

### ***Summary Paragraph***

- Criteria which apply to subject property
- Introductory or background statement about significance of subject property
- Statement of integrity

### ***Property Description***

- Architectural style
- Date of construction; date of major modifications
- Name of architect and builder, as available
- Construction materials (*foundation, walls, roof shape/material*)
- Description of building elements: number of stories, window type and shape, porches, entrances, etc.
- Description of unique architectural elements
- Alterations or additions to building
- Missing or removed architectural features
- Outbuildings and important landscape or streetscape features

### ***History***

- Brief community background (*downtown development, neighborhood development, etc.*)
- Discussion of property as it relates to the development of the community
- Important people associated with the property
- Important events associated with the property

### ***For Architectural Significance***

- Background of the style and/or architect
- Why/how the building reflects the style and/or architect’s work
- Other works in the community/elsewhere by same architect; discuss briefly

### ***Context***

- Placement or location of property within the city/community
- Relationship to other properties of similar architectural style and date/era of construction

## HISTORIC DISTRICT DESIGNATION

Does each property in the proposed district meet the definition for "contributing" (*A classification applied to a site, building, structure or object within a historic district signifying that it contributes to the qualities which give the historic district its historical, architectural, archaeological or cultural significance, but without necessarily being itself a landmark*)?

NO  YES

If not, attach a list of all properties being proposed in the historic district designation and mark each property as being "contributing" or "non-contributing".

Attach a map showing the boundaries and location of the proposed historic district.

Indicate which of the following criteria apply to the district (*check all that apply*).

Additionally, attach a statement that describes the district and its historic significance; list reasons why the district is eligible for nomination; and show how the proposed district conforms to the criteria for designation.

- Contains a significant number of buildings, structures, sites or objects that meet the following criteria;
- Significant value as part of the architectural, artistic, civic, cultural, economic, educational, ethnic, political, or social heritage of the nation, state or community;
- Associated with an important person or event in national state or local history
- Representative of the distinguishing characteristics of an architectural type inherently valuable for the study of a period, style, craftsmanship, method of construction or use of indigenous materials and which retains a high degree of integrity
- Notable work of a master builder, designers, architect or artist whose individual genius has influenced an area
- Identifiable as an established and familiar visual location or physical characteristics
- Character is a particularly fine or unique example of a utilitarian structure, including, but not limited to, farmhouses, gas stations or other commercial structures with a high level of integrity or architectural significance
- Yields, or may be likely to yield information important in history or prehistory
- Contains a contiguous grouping of properties having a sense of cohesiveness expressed through a similarity of characteristic of style, period or method of construction.
- Contains sufficient historical integrity to convey a sense of time and place.

### HISTORIC DISTRICT LIST OF PROPERTIES INCLUDED IN PROPOSED DESIGNATION

Complete the table for each property being proposed in the historic district designation

Parcel Index Number	Common Street Address	Legal Description of Property	Contributing	Non-Contributing
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

### HISTORIC DISTRICT PROPERTY TAXPAYER INFORMATION

Complete the table for each property being proposed in the historic district designation

<b>Parcel Index Number</b>	<b>Common Street Address</b>	<b>Last Tax Payer Listed in Champaign County Supervisor of Assessments records</b>	<b>Address Shown on Last Recorded Deed Directing Where to Send Tax Bill</b>	<b>Contract Purchaser, if such contract is Recorded at the Champaign County Recorder's Office</b>

### HISTORIC DISTRICT PROPERTY TAXPAYER INFORMATION

Complete the table for each property being proposed in the historic district designation

Parcel Index Number	Common Street Address	Owner Name	Owner Mailing Address	Owner Signature

## Suggested Format for Content and Organization of “Statements” for Historic District Designation Application

### ***Summary Paragraph***

- Criteria which apply to subject property
- Introductory or background statement about significance of subject property
- Statement of integrity

### ***Property Description***

- Architectural style
- Date of construction; date of major modifications
- Name of architect and builder, as available
- Construction materials (*foundation, walls, roof shape/material*)
- Description of building elements: number of stories, window type and shape, porches, entrances, etc.
- Description of unique architectural elements
- Alterations or additions to building
- Missing or removed architectural features
- Outbuildings and important landscape or streetscape features

### ***History***

- Brief community background (*downtown development, neighborhood development, etc.*)
- Discussion of property as it relates to the development of the community
- Important people associated with the property
- Important events associated with the property

### ***For Architectural Significance***

- Background of the style and/or architect
- Why/how the building reflects the style and/or architect’s work
- Other works in the community/elsewhere by same architect; discuss briefly

### ***Context***

- Placement or location of property within the city/community
- Relationship to other properties of similar architectural style and date/era of construction

**NOTE: Contact the Planning Division if you need assistance: [planning@urbanaininois.us](mailto:planning@urbanaininois.us) or 217.384.2440.**

**ATTACHMENTS**

Please include any attachments relevant to your request: supporting documents, site plans, photos, etc.

**CERTIFICATION BY THE APPLICANT\***

- I certify all the information provided in this application and any attachment(s) are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner’s behalf.
- I acknowledge that by submitting this application, I am granting permission for City staff to post a temporary yard sign announcing the public hearing to be held for my request on the property. I further acknowledge that my electronic or digital signature on this application has the full legal effect as that of my written signature.

Applicant’s Signature\*

Staff Note: See page below for signature/date.

Date\*

**PLEASE RETURN THE APPLICATION ONCE COMPLETED TO:**

By emailing an pdf copy to [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us)

Or

By mailing a paper copy to:  
**City of Urbana**  
**Community Development Department Services Planning**  
**Division**  
**400 South Vine Street**  
**Urbana, IL 61801**

**Context**

- Placement or location of property within the city/community
- Relationship to other properties of similar architectural style and date/era of construction

Application for Historic Preservation - Revised May 2024

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**NOTE: Contact the Planning Division if you need assistance: [planning@urbanaininois.us](mailto:planning@urbanaininois.us) or 217.384.2440.**

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Applicant's Signature\* 

Date\* April 27, 2026

# Exhibit D – Supplemental Photos

108 E. Water Street

View from Water Street of the south façade.



View of the east façade, featuring the main block of the building (left) and the back wing (right).



View of the north façade and the northwestern corner.



**Exhibit D – Supplemental Photos**

View of the west façade.



Application Requesting City of Urbana Historic Landmark Designation

for the

Urbana Civic Center, 108 East Water Street

Owner: City of Urbana, (91-21-08-461-014), lot size: approx. 1.83 acres

**Legal Description:**

Lots pt. 2, pt. 3, Urbana Original Town-Outlots, Section 8, Township 19N, Range 9E, Subdivision Book DR\_A, Subdivision page 16.

**Owner:**

The City of Urbana

400 S Vine Street

Urbana IL 61801-3336

**Introduction:**

I am nominating the Urbana Civic Center for Historic Landmark status based on:

**Association with noted Architects:**

The Urbana Civic Center reflects its association with local architects and University of Illinois Urbana-Champaign faculty members A. Richard Williams, Jack Baker, and their students, and professional collaborators: Delbert Smith, Scott Seaton, and Milan A. Olach.

**Building Integrity:**

The Urbana Civic Center retains its integrity to the original building dedicated in 1970, receiving no clear alterations in the past 55 years.

**Importance to the civic life of the community:**

The Urbana Civic Center as a successor to the Urbana Community Building on Elm Street, the "Tigers' Den", was essential to the civic life of Urbana and our greater community, as a welcoming, secular, and affordable gathering place for formal and informal gatherings and civic associations of all types, and interests.

The Illinois State Historic Preservation Office, SHPO, during the section 106 review process determined:

"The Urbana Civic Center building at 108 East Water Street is an excellent example of architectural modernism and is eligible for listing to the National Register of Historic Places (NRHP) under Criterion A for recreation as a locus of community events and culture, and under Criterion C for its structurally expressive, modernist design."

### **Description of the Building:**

The Civic Center, Phase I, is a mid-century modern styled pavilion, square and symmetrical in design, with a flat roof, made possible by structural grid of steel columns, featuring 4 equally spaced, pyramid shaped cupolas with standing seamed sheeting 3/4s of their height, topped with flashed glass panels to form sky light/light tunnels on all four quadrants of the interior of the building. The skylight/cupola shape mimics the pyramid shape atop the tower of the Champaign County Courthouse and the pyramid atop the former City Building which sat at the NW corner of Elm and Broadway.

The deep overhanging eaves are paneled in cedar planking. The eaves are supported by open, laminated beams, mortised to the soffits, and featuring exposed bolts. In each of the four outside corners, the beams come together to support the deep eave, forming a “peace sign.” The roof corners have copper clad downspout openings which flow into a large circular French drain.

The walls are exposed mottled red and tan brick, a nod to the predominance of brick in Urbana’s downtown buildings, with the steel columns wrapped in brick work, with large, tall, vertical alternating panels of glass and composite material with a thin horizontal transom atop each set of panels. The east and west entry door are deep set, the south, main entry is flush with the exterior walls. The foundation is poured concrete.

The north wall features a rectangular flat roofed, brick walled “addendum” to the building housing the kitchen, bathrooms, and some storage/utility space. It is unclear if this area would be retained had “Phase II” been constructed. Many sketches of the building around the dedication simply feature the pavilion without the utility space.

Poured concrete steps lead to the entrances from the parking lots on the east and south sides of the structure. The building is set upon the lot raised from the street level adding height to this one-story pavilion. The building is surrounded on three sides by a wide, brick walkway with heavy stone edging. For the pedestrian, the effect of standing at the Civic Center is one of being sheltered and simultaneously able to appreciate the vista of downtown Urbana due to the elevation on the lot.

The Urbana Civic Center retains its original elements and has high integrity related to the original construction. Despite local lore and news reports to the contrary, the Civic Center is not a festering pit of mold and decay. Rather, the Civic Center is quite intact, and safe to enter. The interior and exterior elements found today would be recognizable to an attendee at the dedication. The Urbana Civic Center has not been noticeably altered since its construction and dedication.

### **History of the Site:**

(From Brian Adams)

“Situated at the south end of the Big Grove, near the confluence of the Boneyard and Saline creeks, the City of Urbana was surveyed and platted in September 1833. The original city plan consisted of four north-south streets intersected by four east-west streets. Today this area constitutes the city’s downtown. Population growth and economic development remained slow during the 1830’s and 1840’s due to poor transportation systems. Urbanization intensified when the railroad arrived in the 1850’s. The Illinois Central Railroad connected the area with Chicago in 1854, resulting in an economic and population explosion in Champaign County. Between 1850 and 1860, population in the county increased from 2,645 to 14,629. Pioneer farmers were replaced by land speculators, merchants, intellectuals (lawyers, doctors, and teachers), tradesmen of all types, and masses of laborers employed by the railroad and the numerous factories that had been established. The early population derived primarily from the south (e.g., Kentucky) was augmented by immigrants from the northeast (New York, Massachusetts, Pennsylvania, Ohio, etc.). Foreign-born immigrants, primarily of Irish and German origin, also began to arrive, and with their presence the religious

composition of the county changed. The former exclusive dominance of Protestant and Baptist denominations was balanced by the formation of Catholic and Jewish congregations.

A variety of factories sprung up overnight, many of them associated with the burgeoning construction industry and agricultural production...Between about 1850-60 the Main Street of the original town of Urbana became a hub of activity, lined with a variety of retail stores, saloons, law and real estate offices, banks, and other places of business and recreation.

The City of Urbana was incorporated on February 14, 1855, and in 1867 was chosen as the sight of the Illinois Industrial University (University of Illinois) through the efforts of Clark Robinson Griggs. Also in 1867, the first railroad to actually pass through Urbana, the Danville-Urbana-Bloomington-Pekin Railroad (later the I.B.&W), was chartered, again by C.R. Griggs. Economic development slowed in the 1870's. Major developments in the later half of the 19<sup>th</sup> century and early 20<sup>th</sup> century included: the large-scale draining of swampy prairies surrounding the city, resulting in the dominance of grain production at the expense of cattle breeding; the establishment of a gas lighting system; paving of streets; establishment of an electric rail line; construction of hospitals; and the continued expansion of retail businesses. (Dr. Brian Adams, from the S.E. Huff House nomination, used by permission).

Water Street was the northern boundary of the "Original Urbana." The land directly north of Water Street, the "Subdivision of Outlots," bounded on the west by Market (now, Broadway) Street, was home to salt and coal sheds, a breeding stable, and an agricultural implements store by 1887, according to the Sanborn Fire Maps. May of 1902, Matthew Busey, George Busey, and William Saffell, also an Urbana banker, incorporated the Urbana Light, Heat, and Power Company. November of 1902, the Urbana City Council passed an ordinance to allow the Urbana Light, Heat, and Power to provide electricity to the city. (Champaign County Gazette) sited in the 100 block of east Water Street. The breeding stable was gone, replaced by grain stores, lumber mills, and numerous sheds holding material for the railroad. The rail yard employed over 400 men. The area north of "Original Urbana" was the industrial hub of the area. By 1956, the rail yard manufacturing would move (Champaign County Archives: an oral history of the Big Four Railroad) and Illinois Power, consolidating small, local power companies, bought Urbana Light, Heat, and Power, closing the old generating station entirely by 1960.

The Urbana City Council approved the bid for demolition of the power plant smokestack, October 6, 1958 (Champaign County Archives). The Civic Center would be built on the site of the now defunct Power Company, overshadowed by a feed and grain store on Broadway Street.

### **The importance of a community center:**

Urbana does not have a town square. From conception to dedication, the Civic Center was envisioned as the successor to the Urbana Community Building on Elm Street, and that narrative defined a straight line from Elm Street to Water Street in the pamphlet at the dedication, May 4, 1970, on a page proclaiming: "Urbana/ The City With Vision, A Calendar of the Community Building History":

1914, the area of Elm Street was open land owned by O.O. Stricklan. 1922, Neals Bengston bought the ground and constructed an automobile garage. By 1927, Bengston's widow, Ida leased the garage to become a roller rink. In May of 1942, Ida Bengston sold the building and ground to the city of Urbana. After extensive remodeling, the building became the U.S.O., but by 1945, the city assumed operation of the building as a community building and in that capacity it would serve for 27 years (from the Civic Center dedication pamphlet, May 3, 1970).

Most notably as the Tiger Den, for the Urbana High School Tigers, a place to hang out, spin records, and have fun on Friday and Saturday nights, during the fifties and sixties, admission twenty-five cents, under the watchful eyes of "the Little Giant", UHS class of '38 stand-out: Coach Oscar Adams and a governing council of high school students. At other times, the Community Building was booked to capacity inspite of a lack of any formal space for weddings and receptions, the accommodations were comparable to any church fellowship space in the area.

Roger Ebert recalled the times:

“We went to Urbana High School between 1956 and 1960. We were the first post-Elvis generation, and one of the last generations of innocence. We were inventing the myth of the American teenager. Our decade would imprint an iconography on American society. We knew nothing of violence and drugs. We looked forward to the future. We were taught well. We were the best class. When we came back to our reunions, that’s what we were told, anyway...Coach Smith told us the 1960 Tigers were the greatest football team he ever coached. Maybe that’s what he told every team. Still, we did win the Big 12 Championship”. (“talkin’ bout my generation” (Roger Ebert, December, 2012, rogerebert.com))

Steve Hagar, the former editor of High Times magazine, and member of the Tigers’ Den Council Sophomore through Senior year, opined:

“When the City leaders decided to raze the Community building, the sweet memories of teenagers past and present held that building in fondest regards” (stevehager.net)

Once the decision was made to raze the businesses on this block of Elm Street for parking, a replacement space was needed.

The Urbana Civic Center was envisioned by the Urbana Association of Commerce as a successor to and improvement on the Urbana Community Building on Elm Street, which was booked to capacity and lacking any formal space for weddings and receptions. Steve Hager recalled “a bare open room,” [there was a jukebox]. Mimicking the funding for The Urbana Free Library, the Civic Center Phase I was to be just the beginning of a three-phase project extending north from Water Street, with an indoor pool, arena, performance space, something for everyone, to aid the fund drive, to be cared for by the Urbana Park District. A group of Civic movers and shakers, led by Doctor Rowe of the Kinesiology Department, UIUC, set about raising funds for the project. Despite some sizable contributions from businesses and clubs in the city, kissing booths, naming contests, and rummage sales, it was a struggle to fund Phase 1, according to the Daily Illini, 12 February 1969. “Civic Center Construction Delayed”:

as estimates were “25% more than anticipated...the [Civic Center] Committee met with the architects, (Smith, Seaton, and Olach) in order to cut \$30,000 from the construction costs. Dr. Robert Rowe [of the Committee] explained: “The building is the same. It is less expensive and a little more serviceable than the original.” Withers [Executive Vice-President of the Urbana Association of Commerce] said they were striving to make the center practical, useful and eye appealing. “The center will contain only the bare necessities, he said, because longevity and not cheapness of construction is wanted.”

Text by Jim Hopwood, DI Staff Reporter

The Civic Center was the only secular rental space available and affordable to small groups and working-class renters.

From the dedication pamphlet, the Civic Center was marketed to the entire community with private party rates of \$25 per quadrant and \$10 for non-profit organizations, “with prices slightly higher on the weekends due to the cost of custodial service,” with tables, chairs, and a/v equipment all included.

With these generous amenities, the Civic Center attracted a broad spectrum of renters. From the Daily Illini archives: “Zero Population Growth” art festival, (12-13-1970), the U of I Dames Club get acquainted tea (9-5-1974), Housewives Involved in Pollution Solutions, HIPS, held a rummage sale (5-15-1971), the C-U Garden Club rose show (5/30/71), the C-U Balloon Club (10-29-75), several job fairs, a meeting of those supporting arms control hosted by Representatives Terry Bruce and Helen Satterthwaite (12/4/1978), and many antique

shows, psychic fairs, and rummage sales from the La Leche League to the Sinai Sisterhood and the Women Against Rape; all found a welcoming space in downtown Urbana.

From the rental records for the Civic Center, held by the city of Urbana, covering 2012-2018, the eclectic mix of renters continued including government entities such as the United States Department of Justice bankruptcy hearings, the Industrial Commission, the Regional Plan Commission, and Urbana Public Works.

Politicians announced their candidacies from the Civic Center including Ruth Brookens, the first woman to run for Mayor of Urbana, and Tim Johnson in his bid for State Representative. Representative Terry Bruce and challenger Al Salvi debated during the campaign of 1986.

Area pastors protested the the declaration of “Gay Pride Day” in the twin cities by Mayors McCullom and Markland. The Center held the community prayer breakfast in honor of Dr. King. The Muslim student association hosted their “Get Your Piece of Heaven” banquet at the Civic Center.

For Black congregations, the Civic Center was welcoming and affordable when there were few choices open to them. At such low rents per quadrant, new congregations could hold services with chairs provided and convenient parking.

Birthday parties from 1 to 85, weddings, dances, union meetings, the Car club, the Coin club, and the Balloon club all found a home on Water Street. The Tamil Association, the Bengali Association, Prairie Center, and its “Soberfest,” the Champaign County Merit Commission, and a celebration of the Laotian new year all found space in downtown Urbana. Many campus units held gatherings at the Civic Center as it was affordable, and the parking was much more convenient than any venue on campus. The city had to refund 6 months of bookings when the Center closed at the end of 2018. The Civic Center was the public square, a space for a community wide art show, with opportunities for private space within that public space for wedding receptions and baptisms. Since the closing at New Year’s, 2018, there has been and still is no replacement in the twin cities for the opportunities afforded groups large and small at the Urbana Civic Center. From the report by Betty Simpson for channel 3, WCIA television:

Mayor Diane Marlin is considering saying good-bye to the city’s Civic Center. With the Fluid Events Center being sold, it means less space for people to rent for events.

If the Civic Center closes, it could really affect mid-size groups which need meeting space. People are going to have to get creative with where they hold their events.

The Civic Center was a very popular place for pop-up art shows. The Craft Guild had its annual shop there for years and the Black Chamber of Commerce has used it for expos.

The president of Visit Champaign said closing the Civic Center would be a loss for the community, but there are other places available for those who need space. A lot of women in the area are concerned about available wedding venues. Deluce says there are still plenty around town. People can check out labor union halls, the Legions Hall or Elks. Deluce says other venues include the Urbana Park District’s Phillips Rec Center and Boat House. Area warehouses might also be available to rent.(my emphasis)

For its importance to the civic engagement of our cities, the Civic Center should be designated an Urbana Historic Landmark.

### Association with important Architects:

Although radically different from the buildings in the “Downtown Urbana Historic District” and the Champaign County Courthouse, across Water Street from two and three story buildings such as Montgomery Wards, and next to a hay and feed store, this modern pavilion, while different from the rest of the downtown, was similarly scaled, and seemed perfectly suited for an Urbana-Champaign home to the Max Abramovitz designed Assembly Hall (now State Farm Center) 1963, and the Krannert Center for the Performing Arts, 1969; the A. Richard Williams designed UIUC Education Building, 1964, Urbana Presbyterian Church, 1964; the Jack Baker designed Erlanger House, 1964, the Main and Coler Apartment building, 1970 (with Olach); the Hessel Park Church, and the Victor Gruen Designed Lincoln Square Mall, 1964.

The Urbana Civic Center, originally conceived as the first of many phases of a sports and entertainment complex, was different from its surroundings, and yet, in keeping with the architectural modernism sprouting in the Midwest. as Professor Williams named the trend in design: “Mid-Continent Modern,” “characterized by minimalist simplicity, functional pragmatism, and environmental harmony” ([archon.library.illinois.edu](http://archon.library.illinois.edu)) This style stressed eliminating the unnecessary in design and expressing volume as opposed to mass. (Bob Porter, [firstpresurbana.org](http://firstpresurbana.org))

**Professor A. Richard Williams** retired from the UIUC School of Architecture the year the Civic Center was dedicated. A. Richard Williams, FAIA, (1914-2016) was the head of the School of Architecture when Delbert Smith, Scott Seaton, and Milan Olach graduated from the program. Smith, Seaton, and Olach first worked with the firm Clark, Dailey, and Deitz, 211 N Race Street, Urbana then, formed their own practice: Smith, Seaton, and Olach, housed in the Busey Bank building, and lasting a short span 1964-1970.

**Delbert Ray Smith** was also a graduate of the School of Architecture at the University of Illinois-Urbana Champaign, and he opened a private practice in Urbana after the demise of Smith, Seaton, and Olach. Smith was associate architect with Paul Rudolph on the major project for the Christian Science foundation building completed in Urbana in 1966. He received recognition for his work on welded steel for interstate highway bridges. His office was eventually listed on Chester Street, down the block from the Jack Baker loft, and in the building which house the fabled “Gallery” curiosity store run by Delbert’s wife, Janet Smith.

From his obituary: “**Scott Seaton**, (1935-2022) had been a licensed Architect for over 60 years, a profession he dreamed of since 6th grade. He was a graduate of the University of Illinois. He designed countless residential, multi-family, commercial, church, and industrial properties in Illinois, Indiana, and many other states. He possessed a creative, visionary and dreamers mind but sadly, many of his designs will remain a dream and will never come to fruition. He was known for sketching random design ideas in the moment on a napkin. He was a member of the Eastern Illinois Chapter of the American Institute of Architects where he received multiple awards for designs and served as past president. In 1998, a local home was featured in a Building Ideas Special edition of Better Homes and Gardens magazine. In the 1990’s he designed a Christmas ornament which was selected to hang on the White House Blue Room Christmas tree”. (Clancy-Gernon Funeral Home)

Seaton collaborated with well-known Champaign-based architect Jack S. Baker on a number of projects during the 1960s, including the Phi Mu Sorority House renovation and the construction of the Gillespie Apartments for Roland Realty on First Street in Champaign.

About **Milan A. Olach**, the third firm principal, there is little information. He registered with the American Institute of Architects in 1965 and was listed in the 1970 directory with a residence at 508 S. Willis Street in Champaign.

**Jack Sherman Baker**, FAIA, (1920-2013), a UIUC faculty member, Architect in private practice was a close collaborator with his former students (Aultschuler interview with Kim Smith, April 2026). Baker and Ollach were recognized for their design of the Main and Coler apartment building, a building which has recently received its first major upgrades in 50+ years.

There is evidence of abundant “cross-pollination” amongst these architects shown in the Urbana Civic Center.

From the Jack Baker designed Hessel Park Church, one may see a skylight/cupola, soaring ceiling, and flexible use with movable partitions, and large windows. This church is an urban, religious pavilion.

From the Richard Williams designed Urbana Presbyterian Church, the round cornered french drains, deep overhangs, and the soaring ceiling paneled with dark strips of mixed woods all find their way into the design for the Civic Center. At a time when Americans were urged to eliminate windows and drop ceilings to conserve energy, the Civic Center was designed to the contrary with large glass, and a soaring ceiling. The economy of the design itself made the Civic Center a flexible venue suited to any gathering, sheltering and yet open and airy, modern, and different, the Civic Center blended with the classic 19<sup>th</sup> and early 20<sup>th</sup> century commercial buildings in downtown Urbana in scale. This modern pavilion would soon be dwarfed.

The Champaign County Bank and Trust building was constructed in 1980 to replace the bank’s former site on the Southwest corner of the same block, after the closing of Montgomery Wards and many small businesses. With height which rivaled the County Courthouse, made taller by the addition of lower level parking and convenient drive-through windows, this was a “bank-palace” with a brushed steel circular vault door on display on the first floor and lots of clear black granite, plenty of glass, and red oak trim. The building itself guaranteed the safety of one’s investments; yet, in five short years, by 1985, the Champaign County Bank and Trust had ceased doing business in the building. The Plaza building would pass through a series of owner/tenants until it was bought by the County Board in 2022. The County Plaza building, now the Bennett Administrative Center, has blocked the view of the Civic Center, in effect erasing it from the day-to-day vista of downtown Urbana since 1980. This lack of sightline did not diminish the utility of this pavilion to the citizens of the Urbana-Champaign. the Urbana Civic Center was the only non-secular gathering space in the community. Modern and pleasing with its large windows, close parking and central location, the Civic Center was popular and well used for its entire active life.

**Conclusion:**

- The Urbana Civic Center should be granted Urbana Historical Landmark Status on the basis of its expression of a certain style, Mid-Century Modern.
- The Urbana Civic Center should be granted Urbana Historical Landmark Status on the basis of its importance to the civic life and engagement of the entire community.
- The Urbana Civic Center should be granted Urbana Landmark Status on the basis of its close association with major Architects in our area whose work changed our built environment and the way we perceive public spaces.

I sincerely pray you grant this status and approve this application.

Phyllis Winters-Williams



**CERTIFICATION BY THE APPLICANT\***

I certify all the information provided in this application and any attachment(s) are true to the best of my knowledge and belief, and that I am neither the property owner nor authorized to make this application on the owner’s behalf.

I acknowledge that by submitting this application, I am unable to grant the necessary permission for City staff to post a temporary yard sign announcing the public hearing to be held for my request on the property. I further acknowledge that my electronic or digital signature on this application has the full legal effect as that of my written signature.



April 24, 2026



Under construction with the feed store behind. From the Champaign County Archives, vertical file



The Urbana Community Center on Elm Street from the Champaign County Archives





Oscar Adams the "Little Giant" circa 1938, UHS, from the CC archives



TIGER'S DEN COUNCIL  
Row 1: G. Widdows, C. Bates, B. Braun, T. Earley, J. Petty. Row 2: T. Tuskan, A. Clemis, B. Baker, B. Lyman. Row 3: M. Bates, S. Gallagher, N. Risser, B. Adams. Row 4: C. Price, J. Eckert, J. St. Clair, L. Hill. Row 5: V. Barth, J. St. Clair, K. Perry, S. Borliff, N. Lyman. Row 6: B. Rodrick, L. Larson, J. Strowal, B. Roberson.

### Tiger's Den

A place of enjoyment, a place of relaxation, a place for having fun—the Tiger's Den is an integral part of life at U. H. S. It is advised by Oscar Adams, Den Sponsor, and an adult council. The students elect seven representatives from each class that make up the student council of the Den. Last year, the students put in a new speaker system that was greatly appreciated. They also bought fifty metal folding chairs for the city that will be used in the Den. During the year five major dances: the Freshman Welcome Dance, the Thanksgiving Dance, the Holiday Dance, the Valentine Dance, and the dance after graduation were held at the Den. In addition, two Hard Times Dances were held.



OFFICERS  
Row 1: Tom Earley, Treasurer; Bob Braun, Senior Chairman. Row 2: Gay Widdows, Publicity Chairman; Joann Petty, Junior Chairman; Carolyn Bates, Secretary.

Champaign County Archives, the Rosemary, UHS yearbook, late 50's or early 60's.



The Civic Center from the County Plaza Building during the PACA salvage, 2023, by Phyllis Williams



French drain at the Urbana Presbyterian Church, A. Richard Williams Architect, April 2026 by Phyllis Williams



Slatted ceiling of the Urbana Presbyterian Church, April 2026, by Phyllis Williams



Shot looking through the North window,  
March 2026, by Phyllis Williams





Planning Division  
400 S. Vine Street Urbana, IL 61801  
(217) 384-2440

June 8, 2026

**NOTICE OF HISTORIC PRESERVATION COMMISSION LOCAL LANDMARK RECOMMENDATION TO CITY COUNCIL**

To Whom It May Concern:

You are receiving this letter to notify you that the **Historic Preservation Commission of the City of Urbana** has voted to recommend the designation of a new Local Historic Landmark to City Council. The Historic Preservation Commission held a public hearing on **Wednesday, June 3, 2026, at 7:00 pm** in the Urbana City Council Chambers, 400 South Vine Street, Urbana, Illinois, where the Commission considered Historic Preservation case number **HP-2026-L-01**:

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

After conducting a duly noticed public hearing and considering all evidence presented to the body, the Historic Preservation Commission voted to **favorably recommend the designation of 108 East Water Street to City Council**. Per Section XII-5.C of the Urbana Zoning Ordinance, the Commission found that the Urbana Civic Center meets five of the seven criteria (a, c, d, e, and f) for the designation of a property as a Local Historic Landmark. After a motion by Commissioner Hays, seconded by Commissioner Roberts, roll call was as follows:

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

Historic Preservation case number HP-2026-L-01 will be considered at the **June 15, 2026**, Committee of the Whole meeting and the **June 22, 2026**, City Council meetings, unless scheduled for other meeting dates. Please check <https://urbana-il.municodemeetings.com/> to stay apprised of meeting schedules and agenda packets. If you have any questions or concerns, feel free to contact the Planning Division.

Sincerely,

Kate Himick, Planner I  
City of Urbana, Community Development Services  
Kate.Himick@Urbanall.gov

June 3, 2026



## 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 are not ready to be presented for approval. City staff are in the process of revising them. She pointed out that the previous approval is not valid, because there was 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.

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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

### **E. AUDIENCE PARTICIPATION**

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

He stated 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. 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. 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 stated 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

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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

He asked what is left of the building to use? Not much, but maybe the brick corners and the 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. However, unfortunately, the message from the building is DNR (Do Not Resuscitate).

Bruce Michelson approached the HPC to speak. He stated that he is the Vice-Chair of the Pedestrian and Bicycle Advisory Commission for the City of Urbana. He taught cultural history for most of the past 40 years, and he believes strongly in knowing and conserving the past. He and his wife provide financial support for preservation of other historic sites, including structures in Hartford, Connecticut and Hannibal, Missouri. However, they understand 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. It has never consistently met its purpose as a site of vitality and community connection. Its awkward design has been compared to rest stops along Interstate 57. When it was first opened, it was not recognized as a structure of special interest, and its closing created no groundswell of regret. Its prospects as an environmentally sustainable asset are poor. Refurbishing and maintaining it now would constitute a financial burden with little to be gained. If there are 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 simply not there.

Theresa Michelson approached the HPC to speak. She stated that she has been involved with the Southeast Urbana Neighborhood Association for the last 20 years. 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. The benefits of a fresh addition to Downtown Urbana would go far to helping revitalize the downtown. She hopes 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 said 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. She 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. Over

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the past 20 years or more, she stated that she had direct experience both with issues related to the operation and maintenance of the Civic Center facility. She also participated in several different community attempts over the years to locate a bus transit center in Downtown Urbana. 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.

She spoke about the community impact of landmarking the Civic Center. Doing so will effectively block MTD from submitting a grant for a transit center at that location. It is not feasible to build a transit center around the Civic Center building or incorporate the existing building into the new design. The Civic Center cannot be repurposed as a lobby, an atrium, or a plaza for the transfer center. There simply isn't enough room on that parcel for the vehicle circulation that's required for a modern and efficient transit center.

Ms. Marlin stated that the thing that makes this incredibly important is that there are no other feasible sites available in Downtown Urbana. Over the past 20 years, multiple sites for a transit center have been considered, including at Lincoln Square and the Champaign County Jail on Main Street. After the City made the very difficult decision to close the Civic Center in light of the dire financial situation we were in, plus the absolute deteriorated condition of the Center, and 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. 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. She talked 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 has to transfer buses currently has to wait outside when it is 100°. The only nearby public restrooms are in Lincoln Square. Sometimes people use the portable potty in the parking deck. Landmarking the Civic Center also represents a lost opportunity to reduce the bus congestion surrounding the parking deck in courthouse. It represents a lost opportunity to provide a permanent and convenient location for the community for Urbana School District central administration and staff. It represents a lost opportunity to meet transportation needs of residents, businesses, and government services. It also represents an enormous loss of funding.

It would be a loss of downtown construction investment of at least \$32 million, which is the grant that MTD is looking at today. This would be \$25.6 million in federal grant funds and \$6.4 million in the local match. In addition, 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). 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 are 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.

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She urges HPC to prioritize the overall community benefit. There are many other options for event and meeting spaces in Downtown Urbana; however, there are no other options for the transit center that we desperately need.

Ron Langacker approached the HPC to speak. He 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 would like to see the property used in a proactive way. Since he purchased 210 North Broadway Avenue, the Civic Center building has been empty. When he served on the Historic Preservation Commission in Wisconsin, one of his biggest concerns was landmarking a property that would end up encumbering the building later on because of unintended consequences.

Brian Adams approached the HPC to speak. He said that he strongly supports the nomination for landmark status for the Civic Center. 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. The Civic Center does represent a very unique building that fits into the Mid-Century Modern type of architecture.

He stated that when looking at the historic landmarks on the City Urbana's website, he noticed that all 21 landmarks date between 1850 and 1940. So, 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. There is a church, a lodge, and a theater, but there is nothing that fits the classification of the Civic Center. So, it is not only unique for its architecture, but also for its function.

Mr. Adams pointed out that there is one other Mid-Century Modern structure in town that has been recognized, which is the Lincoln Square Mall, but that's not has not been landmarked as a local historic landmark. It is on the National Register of Historic Places. So, another reason why it would be important to recognize the Civic Center as a local landmark would be to bridge that gap. So, he strongly urges the HPC to approve the proposed landmark nomination.

Susan Appel approached the HPC to speak. She mentioned that she chairs the Advocacy Committee for the Preservation and Conservation Association of Champaign County (PACA). Naturally, PACA is in full support of this nomination. She believes the nomination is well put together and covers 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. She stated that she is new to the area. She thanked everyone for providing information on the existing condition of the Civic Center and for the criteria information. She said that people are questioning what is left of the building rather than what it can do for the City of Urbana. She said 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 said that she has worked in forensic engineering, architecture, and

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historic preservation. She has worked on nominations. It is not easy and requires a lot of work and effort. She firmly believes the Urbana Civic Center is not just an architectural oddity but also a chance at Urbana renewal. There are 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 plastering something on a wall of a new building in its place as a recognition of history.

Heather Grossman approached the HPC to speak. She stated that she is an architectural historian and teaches in the School of Architecture at the University of Illinois. 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 is new to the idea of historic preservation. The 50-year threshold has always been held. The Civic Center just passed the 50-year threshold with historic preservation. There are many different buildings in Urbana that have deep significance to the community and has architectural significance as demonstration of what was being built in the United States and serving communities in the United States in the middle of the century and just after. 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 is to think about this building as a historic place that contains the memories of the people of Urbana. It has 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. It can be something again in that vein and can be something that could bring together innovation.

She encourages MTD to move forward with their plans to have a downtown transit station because it is deeply needed in town. There may now be a possible location where there was not one before. hope you'll vote to landmark the building. She hopes HPC votes 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. She 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

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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. She thanked Dr. Brian Adams for allowing her to borrow some of the history of Urbana. She showed historical photos and talked about the history of the Civic Center. She talked about why the Civic Center should be landmarked.

Mr. Hays asked for a point of clarification about proponents and opponents presenting evidence. Or can the audience give more comments and/or 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 because of what the HPC is considering is based on findings of fact and looking at the various criteria that have been presented in the meeting packet, any discussions over the past several months regarding Champaign Urbana Mass Transit District (MTD) and potential plans and potential grant application, she urged the HPC members to keep in mind that these are separate issues.

She 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 concerns her that the landmark status of the Civic Center is tied in with the decisions being made by MTD and their potential plans for a proposed transfer station. They are two separate issues, and she does not believe it is contingent on the landmark. She hopes that MTD, a great partner here 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 can 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. So, she is certainly in favor of MTD being able to use whatever space is feasible. That being said, the landmark of this historic structure is not tied to a transfer station as much as it seems to be reiterated in these meetings. They are two separate issues, the HPC's only decision at this meeting is based on the landmark of a building and its historic significance. It is not based on decisions related to a developer.

Chair Urban talked about there not being any Mid-Century Modern buildings that have been nominated or landmarked locally. 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. The HPC's decision today in this case could impact what may be received in the future regarding these buildings. This is a big change that a lot of cities are coming about with. This is a different type of architecture that HPC has not dealt with ... maybe it has been ignored or maybe it

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just was not quite there yet as far as historic significance, but things have changed. Times have changed. So, as we look at the criteria, just keep in mind this is a different type of building than what the HPC considered in the past. However, it does not mean that it is less historic or less meeting the criteria than other buildings that they have considered in the past.

Mr. Hays expressed appreciation to everyone in the room for caring about the City of Urbana. It is meaningful to him. He believes everybody cares about civic culture and transportation.

He stated that he is sensitive to false oppositions and to how these get constructed and can become expensive. In this case, we have the sense of historic preservation versus equitable transportation. It has been underscored a lot that this affects lower income people in part because they are more likely to use the bus. He stated that he is sensitive to the false opposition between historic preservation and education. He gave the example of a mansion converted into an apartment 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 leave it exactly where it was and use it as a vocational educational center.

Mr. Hays stated that he is also sensitive to differences in understanding. Some people believe that historic preservation is a kind of freezing of conditions. Historic preservation has evolved a lot in the last 50 years. The principal way to think of historic preservation right now is as a form of adaptive reuse. It is about taking stock of the assets that we have inherited and making decisions about how to move some of this forward in ways that are to our advantage. So, 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.

He 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 believes that many sites were considered, but the Civic Center site would make a great location to make a transfer station to happen. He also thinks 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. There is nothing in the 2026 US DOT Build Program that says if you include an adaptive reuse component, the application is null and void. In fact, the MTD memo admits as much when it says 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. In other words, if the Civic Center gets landmark status and MTD submits an application, MTD could get the grant but would not accept the grant. Why would they not accept the grant? We have heard over and over that a bus could not go around because there is not enough of a turning radius. When he visited the site, he noticed there is a lot more room than he thought. Students did a study and showed that a turning radius is possible when working with MTD making a plan. There would be even more room if they demolished the kitchen annex. So, there is a win-win potential here. But because of false opposition, because of that sense that historic preservation means you have to restore the curtains and the railings and if you have to restore to restore 90% of the building, the best approach is to demolish the whole thing and restore it with a new building that would be very expensive. This is where people keep stumbling over things that are based on these false oppositions and these differences in understanding. No one has yet to convince him on this site that there could not be a terrific building right next door to it. I've seen

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schematic drawings. Ms. Michelson had commented that MTD has very well-developed plans. According to MTD, they don't have well-developed plans. It is interesting to think about what do they have? What do they know? What we know is that there is plenty of room to have a turning radius, especially if the kitchen is demolished.

He stated that he knows sometimes things have to be torn down, but he does not like tearing down buildings that have value. He does not like throwing out assets and does not set fire to money. 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. 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. During his recent visit, he found the building to be in remarkably good condition.

He stated that there is a line in the MTD memo that says the City needs to pass a resolution to assure MTD that the City will support their project financially in the City's own scale. It also says that failure to pass Resolution number 2026-11 gives MTD's grant application a disadvantage. What is the disadvantage?

Mr. Hays stated that he appreciated Ms. Holliday's email. It states 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 good. He said 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 is the City Building losing. How much was the fire station losing? How much was the Urbana Free Library losing? Because when you look at it, \$40,000 to \$50,000 for a building with the level of use it was getting might have been the most profitable, the least losing building in the City's portfolio. So, the real issue is not the fact that it was losing money because every City building is losing money. The question is, is it worth investing in the Civic Center? The real issue is that people did not value the Civic Center's importance as a civic resource. One person said that it was never successful. I mean it wasn't interesting architecturally and it was never successful. However, Ms. William's testimony shows that it 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. 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 of the public asked why MTD cannot continue the grant even if the building is landmarked. 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, 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

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Plan. 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 community center is 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 started thinking about what MTD might need inside. The electrical system, lighting system, and plumbing system need to be replaced.

When he went outside, he saw a bus parked in front of the building in a parking space. It fits in one parking lane. In 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. MTD would still have the whole eastern side for buses to pull in and move out. So, he could not see the detriment of how reusing the Civic Center building would be an impediment in supporting the dream that MTD has. MTD has never shown any concept plan that they might have of a building. So, 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 talked about Professor Altshuler's class project of doing a conceptualization of how this property might be used by reusing the Civic Center building. The students came up with some wild and interesting formulations. He suggested that MTD refer to some of these ideas in their conceptualization of a bus transfer station. He said that HPC is not here to solve MTD's issues.

HPC is tasked with looking at the existing Civic Center building and evaluating it to determine if it has value for being landmarked. He has strong values and states that Ms. Williams made a very strong, very thorough, and very human presentation. All the features about the people that were involved in the building are very personalized.

He supports the landmark nomination.

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

He talked 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?* He said 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 has some sympathy for this, but not a strong one.

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- 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?* 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. HPC's job is to determine whether the Civic Center meets all of the criteria. She feels 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. So, the Civic Center meets at least one of the criteria. So, she plans to support the nomination.

Mr. Hays stated that it meets more criteria. He feels that the range of uses to which this space was put during its open time is one of the most diverse and interesting and eclectic, and the cultural significance comes from that. He believes 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. Also, 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. Even the State Historic Preservation Officer (SHPO) said that the Civic Center is worth nomination, and City staff has 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. There is no better way to do that than adaptive reuse. So, to make an argument that you are respecting the environment, you value greenhouse gases by tearing down an asset to put up a new building is a modern way of thinking where demolition followed by new construction is seen as a form of progress. In our day and age, it is actually seen as primitive, that is seen as wildly irresponsible. Given the context, including an adaptive reuse component is an ideal way to get a federal grant that MTD does not yet have. They have not submitted the application for a federal grant. If MTD puts in their application that the City has a landmarked building, it will help MTD get a grant.

He said 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.

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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 reads the nomination, she appreciates all of the diversity that was brought forth of the utilization of the Civic Center. This is incredibly important when talking about a community's collective memory and is very different from the nostalgia of an individual. The application serves as a 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 recommend to the Urbana City Council 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. The application is 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 thinks that there is 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 is very informative, and he hopes it will guide them in the future. Just because the HPC decides that this is a landmark does not mean that all hope for working to involve the bus facility and the community at large to move forward because we all want to see progress and 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. So, the HPC is voting not 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.

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**J. MONITORING OF HISTORIC PROPERTIES**

There was none.

**K. STAFF REPORT**

Ms. Himick reported on the following:

- **National Alliance of Preservation Commission (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 are finishing up the current CLG grant that will close out in June of 2027. She stated that Planning staff is in the process of putting Urbana's historic surveys in order in terms of what surveys we have, what do we need to adjust, and how do we target new surveys? She asked what we care about in our Historic Preservation Plan.

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 feels 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, what has occurred, what has not occurred, how has this developed through community channels, what has the community felt in our own sort of maneuverings through preservation, how people care about their communities, how they care about their neighborhoods ... these sorts of questions. What voices are heard? Whose voices are heard in the 1998 plan? Whose voices are not heard? Other communities that we would want to involve specifically in a new preservation plan. Who is preservation for? Those types of questions would be great to have in the back of our minds as we continue. She said that she also welcomes any additional comments that the HPC members can think of.

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On top of analyzing deeply what the preservation plan says, what should it say? What is our community thinking of, needing, reflecting? We should also look elsewhere to take inspiration from what other commissions and communities have done. 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, 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. It might be interesting to think about how state priorities intersect with local action. They have seven priorities that they are targeting for the statewide preservation plan, 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. And then, if HPC searches on the internet and a city's plan that you think is great, write it down.

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 kind of 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. 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 was dumbfounded and could not say anything about it. 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. So, he thinks that the HPC needs to work on guidance for development, especially when it comes down to the nearby historic areas how things are compatible or incompatible based on the neighboring structures.

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

#### **M. ANNOUNCEMENTS**

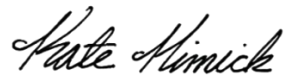
Chair Urban mentioned the Proclamation for May being the Historic Preservation Month. It was nice to be acknowledged.

#### **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.

June 3, 2026

Submitted,



Kate Himick  
Historic Preservation Commission Secretary

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE FEDERAL TRANSIT ADMINISTRATION AND  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**WHEREAS**, the Federal Transit Administration (FTA) may provide funding to Champaign-Urbana Mass Transit District (MTD) for construction of the Downtown Urbana Transfer Center in Urbana, Illinois (Project), and the FTA has determined that the Project is an undertaking subject to review under Section 106 of the National Historic Preservation Act of 1966 (54 United States Code [U.S.C.] § 306108) (NHPA), as amended, and its implementing regulations at 36 Code of Federal Regulations [CFR] Part 800 (hereinafter collectively referred to as Section 106); and

**WHEREAS**, Project consists of construction of a new, centrally located, transit transfer facility, up to three (3) stories high, at the former Urbana Civic Center site located on East Water Street between North Vine Street and North Broadway Avenue in downtown Urbana, Illinois; and pedestrian and bicycle facilities improvements on North Broadway Avenue to enhance connections between the transit facility, Lincoln Square to the south, and Kickapoo Rail Trail to the north; and

**WHEREAS**, Illinois State Historic Preservation Office, is a Division of the Illinois Department of Natural Resources (IDNR), pursuant to the Act; and

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

**WHEREAS**, pursuant to 36 CFR. § 800.3(c)(3), the FTA initiated consultation with the SHPO in the IDNR; and

**WHEREAS**, pursuant to 36 CFR. § 800.2(c), the FTA has consulted with the consulting parties listed in Attachment A (Consulting Parties), and the FTA has invited the participating Consulting Parties to sign this Memorandum of Agreement (MOA) as a Concurring Party or an Invited Signatory, as such terms are defined in 36 CFR § 800.6(c); and

**WHEREAS**, pursuant to 36 CFR § 800.2(c)(2)(ii), upon initiation of the Section 106 consultation for the Project, on April 26, 2025, the FTA notified the following Tribes and invited their participation in consultation for the Project: Citizen Potawatomi Nation, Oklahoma; Forest County Potawatomi Community; Hannahville Indian Community, Michigan; Kickapoo Tribe of Indians of the Kickapoo Reservation in Kansas; Kickapoo Tribe of Oklahoma; Menominee Indian Tribe of Wisconsin; Miami Tribe of Oklahoma; Osage Nation; and Prairie Band Potawatomi Nation; and

**WHEREAS**, none of the tribes accepted the invitation to participate as Consulting Parties; and

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**WHEREAS**, pursuant to 36 CFR § 800.4(a)(1), the FTA, in consultation with the SHPO and other Consulting Parties, has defined the Area of Potential Effects (APE) for the Project as documented in Attachment B to this MOA and the SHPO concurred with the APE in a letter dated June 11, 2024; and

**WHEREAS**, pursuant to 36 CFR § 800.4(c), the FTA, through file searches, cultural resources surveys, and consultation with the SHPO and other Consulting Parties, identified nine (9) historic properties in the APE, which are properties eligible for or listed in the National Register of Historic Places (NRHP), and are indicated in Attachment B; and

**WHEREAS**, pursuant to 36 CFR § 800.5 and in consultation with the SHPO and other Consulting Parties, the FTA has determined that the Project will have an adverse effect on one (1) historic property: the NRHP-eligible Urbana Civic Center, and that the Project will have no adverse effect on the other eight (8) historic properties in the APE. The SHPO concurred with the determination in a letter dated July 16, 2025; and

**WHEREAS**, in accordance with 36 CFR § 800.6(a)(1), the FTA notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination and intention to enter into an MOA on July 3, 2025, and the ACHP, in a letter dated July 15, 2025, declined to participate in the consultation pursuant to 36 CFR § 800.6 (a)(1)(iii); and

**WHEREAS**, pursuant to 36 CFR § 800.6(a) and in consultation with the SHPO and other Consulting Parties, the FTA has considered ways to avoid, minimize and/or mitigate adverse effects; and agreed upon measures for mitigating the identified adverse effects on the NRHP-eligible Urbana Civic Center, as outlined in this MOA; and

**WHEREAS**, following Consulting Parties meetings on July 17, 2025, and September 15, 2025, the FTA and MTD discussed alternative sites reviewed but eliminated as potential avoidance alternatives; and

**WHEREAS**, the SHPO is a Signatory to this MOA because the Project will have adverse effects to a historic property; and

**WHEREAS**, MTD, as the Project sponsor, will have roles and responsibilities in the implementation of this MOA, has participated in consultation, and has been invited by the FTA to sign this MOA as an Invited Signatory; and

**WHEREAS**, the Invited Signatory together with the FTA and the SHPO shall each be referred to herein as a Signatory and collectively as the Signatories; and

**WHEREAS**, Consulting Parties are invited to sign this MOA as Concurring Parties, and these Consulting Parties may accept the invitation to become a Concurring Party by signing this MOA; and

**NOW, THEREFORE**, the FTA and the SHPO agree that the Project will be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on the historic property.

**STIPULATIONS**

The FTA, in coordination with MTD, will ensure the following measures are carried out:

**I. APPLICABILITY**

- A. If MTD applies for additional federal funding or approvals for the Project from a federal agency that is not party to this MOA, the agency may remain individually responsible for their undertaking under 36 CFR Part 800. Alternatively, if the undertaking as described herein remains unchanged, such funding or approving agency may request, in writing, to the FTA and the SHPO of their desire to designate the FTA as lead federal agency for the undertaking pursuant to 36 CFR § 800.2(a)(2) and to become a Consulting Party and Invited Signatory to this MOA pursuant to Paragraph B of this Stipulation.
- B. If during the implementation of this MOA, the FTA identifies other agencies, tribes, individuals, and organizations with a demonstrated interest in the undertaking due to the nature of their legal or economic relation to the Project or affected property, or due to their concern with the Project's effects on the historic property, the FTA may offer such entities Consulting Party status pursuant to 36 CFR § 800.2(c) and/or invite them to become an Invited Signatory or Concurring Party to this MOA, with notification to the other Signatory(ies) and Consulting Parties.
  1. If the FTA invites an entity to become an Invited Signatory, the party may accept this status by agreeing, in writing, to the terms of this MOA and notifying the FTA. If the entity agrees to become an Invited Signatory, and the Required Signatories (the FTA and the SHPO) have no objections, the FTA will follow Stipulation IX to amend this MOA.
  2. If the FTA invites an entity to become a Concurring Party, the entity may accept this status by agreeing, in writing, to the terms of this MOA and notifying the FTA. Because Concurring Parties have no responsibility for implementation of this MOA, the FTA may add such parties to the consultation process without formal amendment of this MOA under Stipulation IX. The FTA will notify the Signatory(ies) and Consulting Parties of any entities who agree to become a Concurring Party.

**II. HIRING STANDARDS**

- A. The FTA will ensure all activities carried out pursuant to this MOA are performed by, or under the direct supervision of, a historic preservation professional(s) who meets the Secretary of the Interior's (SOI) Professional Qualification Standards (48 FR §§ 44738-44739) in the appropriate field(s) for the activity regarding SOI-Qualified Professionals.
  1. MTD will employ or contract with SOI-Qualified Professional(s) (hereafter, referred to as the "Preservation Lead") to advise MTD in implementing this MOA and to assist the FTA, as required.
- B. The FTA and MTD will ensure that, in the instance of other allied professions not covered by the SOI Professional Qualification Standards, they will meet other nationally recognized standards or licensure/certification requirements for the profession, as applicable. Whenever possible,

individuals in allied professions should have a minimum of five (5) years of experience working with historic properties.

### III. TREATMENT MEASURES TO AVOID, MINIMIZE, AND RESOLVE ADVERSE EFFECTS

#### A. Mitigation - Recordation of the NRHP-eligible Urbana Civic Center

MTD's Preservation Lead will complete the measures described below. MTD will ensure that the following mitigation and Historic Illinois Building Survey ("HIBS") recordation is completed by the Preservation Lead for the Urbana Civic Center. The recordation must follow the HIBS guidelines established by the SHPO, according to the specifications listed in Attachments C, D, and E (HIBS-HIER Standards and Guidelines, HIBS-HIER Program Administrative Rules, and HIBS Outline Format), to the Documentation Level III standard. The Preservation Lead must consult with the SHPO prior to the initiation of the work to ensure that expectations are understood.

##### 1. Recordation

- a. Fieldwork, in the form of a site visit, draft photography, measurements, and final photography must take place before the Project construction may commence.
- b. Upon completion of photography, the Preservation Lead shall digitally submit the images and copies of field notes to the FTA for review and comment before submittal to the SHPO. Upon SHPO confirmation in writing that all of the final HIBS photographs to complete HIBS recordation have been collected, the Project may commence.
- c. Recordation components shall consist of the following items, as described in Attachment D:
  - i. HIBS Photographs (large-format photography, 4" x 5" format)
  - ii. Detailed Historical Context Development
  - iii. Physical Descriptions in a Prescribed Written Outline Format
  - iv. Original blueprints and/or Historic Drawings, Images, and Maps
  - v. Optional Original Field Notes
  - vi. CD/DVD of HIBS Recordation
- d. Modification of HIBS format may be performed if agreed upon by the SHPO, MTD, and the Preservation Lead, in the best interests of recording the history of the Project site.

##### 2. Draft Submission

- a. The Preservation Lead shall email the 95% draft of the HIBS recordation in pdf format to the FTA for review and comment before submittal to the SHPO.

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- b. When the SHPO accepts, in writing, the 95% draft submission, the Preservation Lead shall incorporate into the recordation any comments that the SHPO provides and complete the final documentation.

**Final Submission**

- a. Upon completion of the final documentation, the Preservation Lead shall submit the following to the SHPO:
  - i. One (1) HIBS recordation package in an archival clamshell
  - ii. One (1) digital version of the HIBS recordation
- b. Upon final approval of the SHPO that the recordation is complete, the SHPO will submit the HIBS recordation package to the Abraham Lincoln Presidential Library in Springfield, Illinois and upload the HIBS recordation package to the SHPO website.
- c. Following upload to the SHPO website, the Preservation Lead shall provide final documentation to the Champaign County Historical Archives at the Urbana Free Library for inclusion in its Digital Archives.

**IV. DURATION**

- A. This MOA will expire in ten (10) years from the date of its execution. Prior to expiration, the FTA may consult with other Signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation IX.

**V. MONITORING AND REPORTING**

- A. Nothing in this Agreement shall be construed as meaning that the FTA cannot request the advice or assistance of the SHPO at any time.
- B. Each subsequent year, on the date of the execution of this MOA (filing date acceptance of ACHP), until it expires or is terminated, MTD will provide the FTA, Signatories, and Consulting Parties with a summary report detailing the work undertaken throughout the previous year pursuant to the stipulations of this MOA. The last report will be submitted within three (3) months of completion of construction of the Project or at completion of this MOA's terms, if later.
- C. Each summary report will include an itemized listing of all measures required to implement the terms of this MOA. For each action, the report will identify what steps MTD has taken during the reporting period to implement those actions and identify any problems or unexpected issues encountered, any scheduling changes proposed, any disputes and objections submitted or resolved, and any changes recommended in implementation of this MOA. Each summary report will also include a timetable of activities proposed for implementation within the following reporting period.

**VI. POST-REVIEW DISCOVERIES**

- A. If, after construction has commenced, the FTA and MTD determine that the Project activities will affect a previously unidentified archaeological and/or architectural resource that may be eligible

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for the NRHP or affect a known historic property in an unanticipated manner, the FTA will address the discovery or unanticipated effect in accordance with 36 CFR § 800.13, and as outlined in the process below. The FTA, at its discretion, may assume any unanticipated discovered property to be eligible for inclusion in the NRHP, pursuant to 36 CFR § 800.13(c). If human remains or archaeological sites are inadvertently discovered, or unanticipated effects on historic properties are found, then MTD will implement the following procedures:

1. Upon encountering possible human remains or an unmarked human burial during ground disturbing construction activities, MTD will ensure that the construction contractor immediately stops work within a 100-foot radius from the point of discovery, leave all uncovered materials in place, cease any further disturbance, take all appropriate steps to secure the site and protect the remains. The remains will be covered and protected in place in such a way as to minimize further exposure of or damage to the remains.
2. The FTA, in coordination with the MTD, shall notify local law enforcement and the appropriate county coroner within one (1) business day of the discovery. The coroner will determine if the remains are human. If the remains are not human, MTD shall immediately notify the FTA of the discovery and prepare an initial description of the material or resource and submit it to the FTA, who will review and provide notification, including the initial description, to the SHPO and Tribes with ancestral and/or cultural affiliations with the location within one (1) business day of receiving the description from the MTD.
  - a. The FTA will consider any comments received from the Tribe(s) and the SHPO regarding the material or resource. If no response is received from the Tribe(s) or the SHPO within two (2) business days of notification, the FTA will continue to follow the steps in Stipulation VI.
  - b. If the FTA determines, through consultation with the SHPO and Tribes, as appropriate, that the material or resource does not have religious and cultural significance to Tribes and is not eligible for listing in the NRHP, the FTA shall document the determination and provide the SHPO and Tribes two (2) business days to provide comments on the FTA's determination. Following the two (2) business-day comment period, the FTA shall notify the MTD that construction may resume in the area of the material or resource.
  - c. If the FTA determines through consultation with the SHPO and Tribes, as appropriate, the material or resource may be of religious and cultural significance to a Tribe, the FTA will continue Tribal consultation and request the Tribe(s)'s assistance in determining the proper treatment of the material or resource and whether NRHP evaluation is appropriate. A site visit for the Tribe(s) will be coordinated by the FTA with the assistance of the MTD upon request of the SHPO or Tribe(s). Following any site visit, the FTA will determine, in consultation with the Tribe(s), the proper course of treatment and, if applicable, the NRHP eligibility of the material or resource. The determination will be documented in a memo via email to the Tribe(s) and the SHPO

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unless the Tribe(s) requests an alternate method. Any communication with other consulting parties and/or the public regarding Tribal materials or resources shall be protected from disclosure to the greatest extent permitted by law, including conformance to Section 304 of the NHPA, as amended, and Section 9 of the Archaeological Resource Protection Act, and Executive Order on Indian Sacred Sites, No. 13007, 61 Fed. Reg. 26771 (May 29, 1996).

- d. If the FTA determines through consultation with the SHPO and Tribe(s), as appropriate, that the material or resource is not of religious and cultural significance to Tribes but is eligible for listing in the NRHP, the FTA shall, in consultation with the SHPO, make a finding of effect.
  - i. If the effect is not adverse, the FTA shall notify the SHPO, Tribe(s), and the MTD that construction may resume in the area of the material or resource.
  - ii. If the effect is adverse, the FTA shall consult with the SHPO and Tribe(s) to resolve the adverse effects by altering Project plans so that adverse effects to the material or resource are avoided and the material or resource are preserved in place, if possible. If adverse effects to the material or resource cannot be avoided, the FTA will consult with the SHPO and Tribe(s) to either minimize or mitigate the adverse effect.
- e. When adverse effects to a property of religious and cultural significance to a Tribe(s) and/or to a material or resource that has been determined NRHP eligible cannot be avoided, consultation among the FTA, the SHPO, and the Tribe(s), as applicable, will occur to minimize or mitigate the adverse effects. The FTA shall take into account any views of the Tribe(s) prior to approving measures to mitigate adverse effects to properties of religious and cultural significance to Tribes.
  - i. The FTA will prepare a mitigation plan. The mitigation plan must identify measures to minimize or mitigate the adverse effects and identify any necessary qualifications, expertise, or affiliations for implementation of the plan.
- f. If there is disagreement among the parties regarding the eligibility of a material or resource for listing in the NRHP, the FTA may forward adequate documentation, in accordance with 36 CFR Part 63 to the Keeper of the NRHP for a formal determination of NRHP eligibility, as provided by 36 CFR § 800.4(c)(2).

The SHPO Archaeology Discovery Guide is provided in Attachment F, and can be referenced as an aid in the event of unanticipated discoveries.

## **VII. EMERGENCY SITUATIONS**

- A. Should an emergency occur during Project construction that represents an imminent threat to public health or safety or creates a hazardous condition and in either case, has the potential to affect historic properties, MTD will contact the appropriate emergency response agency as soon as

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possible. MTD will notify the Signatories and other Consulting Parties within one (1) business day of the condition which created the emergency, the immediate action taken in response to the emergency, the effects of the response to historic properties, and, where appropriate, further plans to address the emergency. This will include any further proposals to avoid, minimize, or mitigate potential adverse effects to historic properties.

- B. The Signatories and other Consulting Parties will each have seven (7) calendar days to concurrently review and comment on the plan(s) for further action. If the FTA, the SHPO, and other Consulting Parties, as appropriate, do not object to the plan within the review period, then MTD will implement the proposed plan(s).
- C. Where possible, MTD will ensure that emergency responses allow for future preservation or restoration of historic properties and take into account the SOI Standards for the Treatment of Historic Properties and include on-site monitoring by the appropriate qualified professional as contained in Stipulation II.
- D. Immediate rescue and salvage operations conducted to preserve life, property, and/or public health are exempt from these and all other provisions of this MOA.

**VIII. DISPUTE RESOLUTION**

- A. Should any Signatory to this MOA object in writing at any time to any actions proposed or the manner in which the terms of this MOA are implemented, the FTA will consult with the disputing Signatory to resolve the objection. If the FTA determines that such objection cannot be resolved, the FTA will:
  - 1. Forward all documentation relevant to the dispute, including any timely advice or comments from the Signatories and the FTA's proposed resolution, to the ACHP. ACHP will provide the FTA with its advice on the resolution of the objection within thirty (30) calendar days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the FTA will prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP and provide it to the Signatories and Consulting Parties. The FTA will then proceed according to its final decision.
  - 2. If the ACHP does not provide its advice regarding the dispute within the thirty (30) calendar day period of receiving documentation, the FTA may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the FTA will prepare a written response that takes into account any timely comments regarding the dispute from the Signatories and Consulting Parties to the MOA and provide them and the ACHP with a copy of such written response.
  - 3. The FTA and MTD's responsibility to carry out all other actions under the terms of this MOA that are not the subject of the dispute will remain unchanged.

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)**Memorandum of Agreement**Page 9***IX. AMENDMENT**

- A. This MOA may be amended when agreed to, in writing, by all Signatories. The amendment will be effective on the date that a copy signed by all Signatories is filed with the ACHP. 36 CFR § 800.6(c)(7) will govern the execution of any such amendment.

**X. TERMINATION**

- A. This MOA will expire ten (10) years from the date signed by the last Signatory. If any Signatory to this MOA determines that the terms of this MOA cannot be carried out, that party will immediately consult with the other Signatories to attempt or develop an amendment, per Stipulation IX. If within thirty (30) calendar days (or another time period agreed to by all Signatories in writing), an amendment cannot be reached, any Signatory may terminate the MOA upon written notification to the other Signatories.
- B. Once the MOA is terminated, and prior to work continuing on the undertaking, the FTA must either: (a) execute a new MOA with the Signatories pursuant to 36 CFR § 800.6(c)(1), or (b) request, take into account, and respond to ACHP comments provided under 36 CFR § 800.7(a). The FTA will notify the Signatories of the course of action it will pursue.

**XI. EXECUTION**

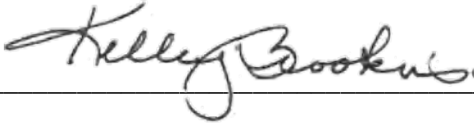
- A. This MOA may be executed in counterparts, and delivered by facsimile or PDF format, and in any such circumstances, shall be considered one document and an original for all purposes. This MOA will become effective on the date of the final signature by the Signatories and Invited Signatories (Execution Date). The FTA will ensure each Signatory is provided with a complete copy of the MOA, and that the final MOA, any updates to attachments, and any amendments are filed with the ACHP.
- B. Execution of this MOA by the FTA and the SHPO and implementation of its terms is evidence that the FTA has taken into account the effects of this undertaking on the historic property and has afforded the SHPO and ACHP opportunity to comment pursuant to Section 106 of the NHPA.

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**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE FEDERAL TRANSIT ADMINISTRATION AND  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**REQUIRED SIGNATORY**

**Federal Transit Administration (FTA)**

**SIGNED**  \_\_\_\_\_  
**BY:**

**DATE:** January 9, 2026

**Kelley Brookins, Regional Administrator  
FTA Region 5**

DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)  
Memorandum of Agreement  
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**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE FEDERAL TRANSIT ADMINISTRATION AND  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**REQUIRED SIGNATORY**

**Illinois State Historic Preservation Officer**

**SIGNED** Carey L. Mayer  
**BY:**

**DATE:** 12/16/2025

**Carey L. Mayer, AIA  
Deputy State Historic Preservation Officer  
Illinois Department of Natural Resources**

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)*  
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**MEMORANDUM OF AGREEMENT  
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THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**INVITED SIGNATORY**

**Champaign-Urbana Mass Transit District**

**SIGNED  
BY:**



**Karl F. Gnadt  
Managing Director/Chief Executive Officer**

**DATE:**

12/12/2025

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)*

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**MEMORANDUM OF AGREEMENT  
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CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**CONCURRING PARTY**

**Preservation and Conservation Association of Champaign County (PACA)**

**SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BY:**  
**Phyllis B. Winters-Williams**

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)*  
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**MEMORANDUM OF AGREEMENT  
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THE FEDERAL TRANSIT ADMINISTRATION AND  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**CONCURRING PARTY**

**City of Urbana (Mayor's Office)**

**SIGNED** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BY:**

**DeShawn Williams, Mayor**

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)*

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**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE FEDERAL TRANSIT ADMINISTRATION AND  
THE ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE  
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT  
DOWNTOWN URBANA TRANSFER CENTER PROJECT  
CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**CONCURRING PARTY**

**City of Urbana Historic Preservation Commission**

**SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**BY:**  
**Olivia Jovine**

**ATTACHMENT A – CONSULTING PARTIES**

**Invited**

City of Urbana (Mayor’s Office)

City of Urbana, Ward 5

City of Urbana Historic Preservation Commission

Champaign County Historical Society Museum

Preservation and Conservation Association of Champaign County (PACA)

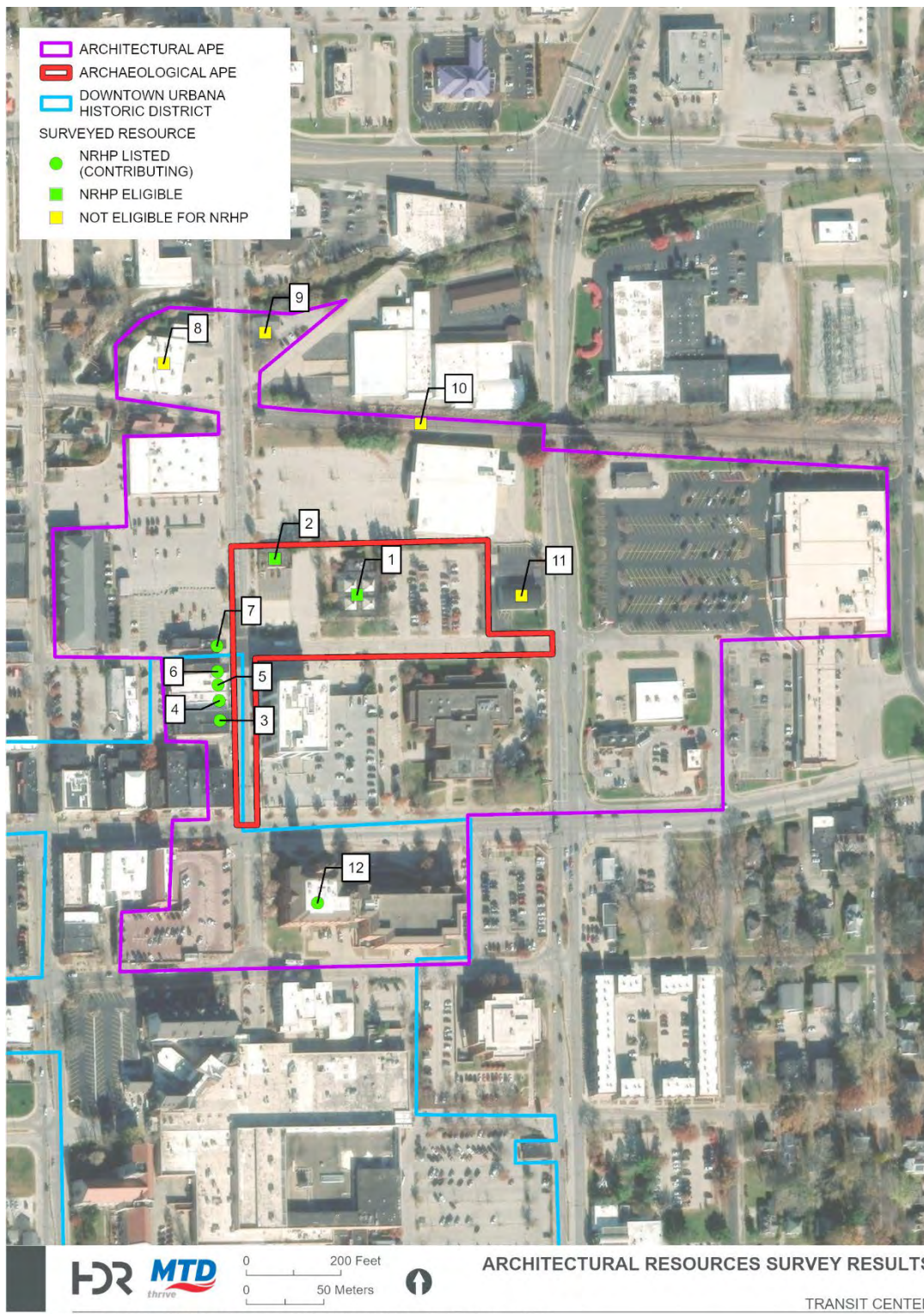
**Accepted**

City of Urbana (Mayor’s Office)

City of Urbana Historic Preservation Commission (HPC)

Preservation and Conservation Association of Champaign County (PACA)

ATTACHMENT B – PROJECT APE AND SURVEY RESULTS



## DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)

## Memorandum of Agreement

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**Architectural resources NRHP eligibility recommendations. Resource number corresponds to numbers shown in map on prior page.**

Resource #	Parcel ID	Name	Address	Year Built	NRHP Eligibility	NR Criteria
1	91-21-08-461-014	Urbana Civic Center	108 East Water Street	1974	Eligible	A & C
2	91-21-08-457-015	Langacker Law Ltd.	210 North Broadway Avenue	ca. 1962	Eligible	C
3	91-21-08-458-009	American Legion	105–107 North Broadway Avenue	ca.1890 (105), ca. 1917 (107)	Contributing	District (A & C)
4	91-21-08-458-010	H2O Salon	109–111 North Broadway Avenue	ca. 1902 (109), ca. 1909 (111)	Contributing	District (A & C)
5	91-21-08-458-006	Tummelson, Bryan, Knox	115 North Broadway Avenue	ca. 1914	Contributing	District (A & C)
6	91-21-08-458-005	Beads and Botanicals	117 North Broadway Avenue	ca. 1910	Contributing	District (A & C)
7	91-21-08-457-015	Black Dog Smoke and Ale	201 North Broadway Avenue	ca. 1900	Contributing	District (A & C)
8	91-21-08-455-017	Broadway Food Hall	401 North Broadway Avenue	1963	Not eligible	N/A
9	91-21-08-459-005	N/A: Vacant	400 North Broadway Avenue	1961	Not eligible	N/A
10	91-21-08-504-002	Railroad Segment	N/A	ca. 1870	Not eligible	N/A
11	91-21-08-461-009	Sherwin Williams	203 North Vine Street	ca. 1952	Not eligible	N/A
12	92-21-17-208-002	Champaign County Courthouse	101 East Main Street	1901	Contributing	District (A & C)

## ATTACHMENT C: HIBS-HIER STANDARDS & GUIDELINES



### Historic Illinois Building Survey (HIBS) and Historic Illinois Engineering Record (HIER) Standards and Guidelines

The Illinois State Historic Preservation Office (SHPO) within the Illinois Department of Natural Resources (IDNR) administers the state cultural resources program and is responsible for the Historic Illinois Buildings Survey/Historic Illinois Engineering Record (HIBS/HIER) Program of documentation of historic buildings, sites, structures, and objects located in the State of Illinois. HIBS/HIER documentation includes measured drawings, large-format photographs, and written contextual histories and descriptions. The Abraham Lincoln Presidential Library (ALPL) is the repository for these documents.

This document outlines the SHPO's Documentation Standards the HIBS/HIER Standards. These performance standards define the criteria for projects to be accessioned into the HIBS/HIER Collection located at the ALPL. Acceptable IL HIBS/HIER documentation often includes:

- Measured Drawings
- Large-Format Photographs
- Detailed Historical Context Development
- Physical Descriptions in a Prescribed Written Outline Format

These standards are intended to be used in conjunction with the accompanying guidelines for historical, architectural and engineering documentation. Other publications listed in the bibliography should be consulted. These standards will be used:

- In preparation of documentation to fulfill mitigative requirements in accordance with the Illinois State Agency Historic Resources Preservation Act [20 ILCS 3420/1 et seq] and Section 106 of the National Historic Preservation Act of 1966, as amended.
- In preparation of voluntary documentation to be submitted for inclusion in the HIBS/HIER Collection.

#### HIBS/HIER Documentation Standards

The IL HIBS/HIER Documentation Standards address the development of documentation for historic buildings, sites, structures, and objects. HIBS/HIER documentation provides relevant graphic and written information on a property's significance for use by scholars, researchers, preservationists, architects, engineers, and others interested in preserving and understanding historic properties. HIBS/HIER documentation is important for several reasons. It provides for accurate repair or reconstruction of parts of a property, records existing conditions for easements and preserves information about a property that is to be demolished or altered.

**Standard 1: Documentation shall adequately explicate and illustrate that which is significant or valuable about the historic building, site, structure, or object.**

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)*

*Memorandum of Agreement*

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The historic significance of the building, site, structure, or object identified in the evaluation process should be conveyed by the drawings, photographs, and written materials that comprise the documentation. The historical, architectural, engineering, or cultural values of the subject property, in conjunction with the purpose of the documentation, will determine the level and methods of documentation.

**Standard 2: Documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of the information.**

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

**Standard 3: Documentation shall be prepared on and submitted in materials that are readily reproducible, durable, and in standard sizes.**

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials is based on the length of time expected for storage, the anticipated frequency of use, and a size convenient for storage and document management.

**Standard 4: Documentation will be clearly and concisely produced.**

In order for documentation to be useful for future research, written materials must be fully developed, legible and understandable. Graphic materials must contain scale information and location references.

#### **HIBS/HIER Documentation Guidelines**

The HIBS/HIER Documentation Guidelines supply more specific guidance and technical information for HIBS/HIER Documentation Standards. They describe the general approach for meeting the Standards. Agencies, organizations, and individuals proposing to undertake the production of HIBS/HIER documentation in a different manner will need to review and gain approval of their strategy with the HIBS/ HIER Coordinator prior to the execution of a contract for or the initiation of production of HIBS/HIER documentation.

The following definitions are used in conjunction with these guidelines:

- **Documentation** – Measured drawings, photographs, contextual histories, physical descriptions, inventory cards, or other media that provide graphic and written information on historic buildings, sites, structures, or objects.
- **Field Photography** – Photography other than large-format negatives, intended for the purpose of producing documentation, usually 35 mm.
- **Field Records** – Notes of measurements taken, field photographs, and other recorded information intended for the purpose of producing documentation.
- **Large-Format Photographs** – Photographs made from 4” x 5” negatives. Appropriate techniques are to be implemented to correct perspective distortion.
- **Measured Drawings** – Drawings produced on HIBS/HIER acceptable materials depicting historic or existing conditions and other relevant features of the subject. Measured drawings are produced in ink on archivally stable mylar.
- **Photocopy** – A photograph, with large-format negative, of a photograph or drawing.
- **Select Existing Drawings** – Drawings of original construction or later alterations that portray or depict the subject’s historic value or significance.
- **Sketch Plan** – A floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to each other.

### Goal of Documentation

The goal of the HIBS/HIER Collection is to provide historians, architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, and objects significant in Illinois' history. HIBS/HIER documentation often consists of measured drawings, photographs, and written data that provide a detailed record of a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. HIBS/HIER documentation is sometimes used to provide the basis for enforcing preservation easements. In addition, HIBS/HIER documentation is often the last means of preservation when a historic property is to be demolished or permanently altered. HIBS/HIER documentation provides future researchers access to valuable information that would otherwise be lost.

HIBS/HIER documentation is developed as a result of two separate catalysts. First, the SHPO, pursuant to the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 et seq] and/or Section 106 of the National Historic Preservation Act of 1966, as amended, requires recordation of historic properties proposed for demolition or substantial alteration as a result of adverse undertakings conducted on those properties (referred to as mitigation projects). Secondly, individuals and organizations, on their own initiative, can prepare documentation according to HIBS/HIER Standards and donate that documentation to the HIBS/HIER Collection. Required documentation levels will vary.

HIBS/HIER Standards describe the fundamental principles of the development of HIBS/HIER documentation. The HIBS/HIER Guidelines listed under each of the following HIBS/HIER Standards provide basic information about developing documentation for the HIBS/HIER Collection. The HIBS/HIER Guidelines are augmented by more specific graphic and written documentation requirements which are included here as supplemental information. Additional specific information concerning the production of HIBS/HIER documentation is included in a separate document entitled HIBS/HIER Program/Technical Commentary, which can be made available upon request.

Documentation prepared for the purpose of inclusion in the HIBS/HIER Collection must meet the requirements listed below. The SHPO HIBS/HIER Coordinator retains the right to refuse documentation for inclusion in the HIBS/HIER Collection when that documentation does not meet HIBS/HIER requirements specified in this document.

**Standard I: Content – HIBS/HIER documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, or object being documented.**

#### Guidelines

Documentation shall meet one of the following levels to be considered adequate for inclusion in the HIBS/HIER Collection, unless another agreed-upon method for recordation is approved by the HIBS/HIER Coordinator.

##### 1. Documentation Level I

- a. Drawings: a full set of measured drawings depicting existing or historic conditions.
- b. Photographs
  - i. large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
  - ii. photocopies with large format (4" x 5") negatives of select existing drawings, site plans or historic views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

##### 2. Documentation Level II

- a. Drawings: original drawings photographically reproduced on archivally stable HIBS/HIER mylar.
- b. Photographs
  - i. large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
  - ii. historic views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

*DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)*

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**3. Documentation Level III**

- a. Drawings: sketched floor plan
- b. Photographs: large-format (4" x 5") negatives and 5" x 7" prints of exterior and interior views
- c. Written Data
  - i. contextual history(ies)
  - ii. architectural/site description

The HIBS/HIER Program retains the right to refuse any documentation of buildings, sites, structures or objects lacking historical significance. Buildings, site, structures, or objects must be listed on or eligible for listing on the National Register of Historic Places to be considered for inclusion in the HIBS/HIER Collection.

The type and amount of documentation should be appropriate to the nature and significance of the properties being documented. Similarly, the aspect of the property that is being documented should reflect the nature and significance of the property.

**Standard 2: Quality - HIBS/HIER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.**

**Guidelines**

For all levels of documentation, the following quality requirements shall be met:

1. **Measured Drawings** shall be produced from recorded, accurate measurements. Portions of buildings or structures that are not accessible for measurement should not be drawn on the measured drawing but clearly labeled as not accessible or drawn from available construction drawings or other sources, and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which measurements were first recorded. Other drawings prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.
2. **Large-Format Photographs** shall clearly depict the appearance of the property and areas of significance of the recorded building, structure, site, or object. Each view shall be perspective corrected and fully captioned.
3. **Written Contextual History(ies) and Physical Descriptions** for documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Level III, secondary sources may provide adequate information; if not, primary research will be necessary. An assessment of the reliability and limitations of sources shall be included. Within the written contextual history(ies), statements shall be footnoted, or end noted as to their sources, where appropriate. The written data shall include a methodology section specifying research strategy, names of research staff, dates of research, sources searched, limitations of the project and a project information statement.

The reliability of the HIBS/HIER Collection is dependent upon high-quality documentation. Quality is not easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification of HIBS/HIER documentation is critical to the HIBS/HIER Collection.

**Standard 3: Materials HIBS/HIER documentation shall be prepared on materials that are readily reproducible for ease of access, durable for long storage, and in standard sizes for ease of handling.**

**Guidelines**

For all levels of documentation, the following material requirements shall be met.

1. **Measured Drawings** – Ink on translucent, archivally stable materials in standard size of 24" x 36".
2. **Large-Format Photographs** – Black and white film only, printed on archival paper, mounted on properly labeled archival board; 4" x 5" negatives will accompany prints; print size will be 5" x 7".

## DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)

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3. **Written History(ies) and Physical Description** – Text contained within the HIBS/HIER Written Outline Format; submitted on 8.5” x 11” archival bond paper.
4. **Field Records** – Field notebooks and field photography; photo identification sheet will accompany 35 mm negatives and contact sheet; no archival requirements; submitted field records must fit into 9.5” x 12” folding file.
5. **95% Submittals** – 95% review documentation shall be emailed to the SHPO HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
6. **100% Submittals** - All 100% IL HIBS/HIER documentation accepted by the IL HIBS/HIER Program Coordinator must be submitted in the standard, archival formats in an archival clamshell.
7. **All IL HIBS/HIER Documentation is intended for reproduction.** Although field records are not intended for quality reproduction, it is specified that they be used to supplement the formal documentation. Field records are not required to meet the archival standard but are maintained as a courtesy to the collection user.
8. The basic durability standard for IL HIBS/HIER Documentation is 500 years.

**Standard 4: Presentation - IL HIBS/HIER documentation shall be clearly and concisely produced.**

#### Guidelines

For all levels of documentation, the following requirements for presentation will be met.

1. **Measured Drawings** - Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a hand-printed equivalent style. Adequate dimensions shall be included on all sheets. Levels I and II title sheet(s) shall include state, local, and site maps; property significance statement; project information statement; and drawings index listing. Level III sketch plans shall be neat and orderly.
2. **Large-Format Photographs** - 5x7”, black and white, fiber paper prints will be mounted on archival card stock and labeled in the appropriate manner.
3. **Written History(ies) and Physical Description** - Data shall be typewritten on 8.5” x 11” archival, bond paper using the required IL HIBS/HIER outline format and follow accepted rules of grammar and notation.
4. **Sources of Technical Information for IL HIBS/HIER Documentation**
  - a) Burns, John A. Recording Historic Structures. Washington, D.C.: The AIA Press, 1989.
  - b) Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1987.
  - c) A Manual of Style. Chicago: University of Chicago Press, 1980.
  - d) HABS Field Instructions for Measured Drawings. Washington, D.C.: HABS/HAER, National Park Service, 1981.
  - e) HABS Historical Reports. Washington, D. C.: HABS/HAER, National Park Service, 1995. (Draft)
  - f) HABS Historian’s Procedures Manual. Washington, D.C.: HABS/HAER, National Park Service, 1983.
  - g) HAER Field Instructions. Washington, D.C.: HABS/HAER, National Park Service, 1981.
  - h) HABS/HAER Program IHPA Program/Technical Commentary. Springfield, IL: IL HIBS/HIER, Illinois Historic Preservation Agency, 1999.
  - i) Manual for Preparing Historic American Buildings Survey/Historic American Engineering Record Documents. Omaha, NE: Great Plains Systems Office, National Park Service, 1996. (Draft)
  - j) Photographic Specifications for the Historic American Buildings Survey and the Historic American Engineering Record. Omaha, NE: Great Plains Systems Office, National Park Service, 1996.
  - k) Transmitting Documentation to HABS/HAER WASO. Washington, D.C.: HABS/HAER, National Park Service, 1995. (Draft)

Effective Date: 1-21-1999

Revised 10-27-2022

**ATTACHMENT D: HIBS-HIER PROGRAM ADMINISTRATIVE RULES**

## Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271  
www.dnr.illinois.gov

JB Pritzker, Governor  
Colleen Callahan, Director

### **Historic Illinois Building Survey (HIBS) and Historic Illinois Engineering Record (HIER) Program Administrative Policies**

1. The Historic Illinois Building Survey/Historic Illinois Engineering Record (HIBS/HIER) Coordinator/Cultural Resources Coordinator within the State Historic Preservation Office (SHPO) in the Illinois Department of Natural Resources (IDNR) administers the HIBS/HIER Program.
2. HIBS/HIER documentation can be generated as result of state and federal statutory compliance requirements, local government/commission mandates, or through voluntary contribution.
3. HIBS/HIER documentation requirements are established through the HIBS/HIER Standards and Guidelines. For general technical assistance, contact the HIBS/HIER Coordinator.
4. All HIBS/HIER documentation accepted for inclusion in the HIBS/HIER Collection must meet the HIBS/HIER Standards and Guidelines, HIBS/HIER technical requirements, and specific scopes of work, as established by the HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
5. No movement, demolition, alteration or other form of modification will be authorized on properties that are part of historic-preservation statute mitigation until fieldwork HIBS/HIER documentation is received, reviewed, and accepted in writing by the HIBS/HIER Program Coordinator/Cultural Resources Coordinator.
6. A list of HIBS/HIER consultants/contractors will be maintained and updated as needed by the SHPO for public use. Firms, organizations, and/or individuals on the list must have successfully completed at least one HIBS/HIER documentation project and have expressed a desire to be considered for HIBS/HIER work. This list is not to be considered an endorsement by SHPO or IDNR. Consultants/ Contractors can be deleted from this list at their own request or through SHPO initiative, due to consultant/contractor failure to meet HIBS/HIER Standards and Guidelines or SHPO-generated scopes of work.
7. Specific HIBS/HIER documentation scopes of work are not formally established until the subject scopes are issued in writing by the SHPO and acknowledged in writing by lead agencies participating in regulatory project mitigation or entities generating HIBS/HIER documentation through self-initiative. It is strongly recommended that HIBS/HIER consultants/contractors not bid on HIBS/HIER documentation projects until the SHPO, and the concerned parties agree to scopes of work in writing.
8. HIBS/HIER consultants/contractors shall consult with the SHPO HIBS/HIER Coordinator/Cultural Resources Coordinator prior to commencing work to confirm the scope of work and specific historic contextual requirements.
9. HIBS/HIER consultants/contractors, or their clients, will submit to the SHPO a 95% digital HIBS/HIER draft for review and comment prior to producing and submitting 100% HIBS/HIER documentation for review and acceptance.

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10. The HIBS/HIER Program requires submittal of one archival set of 100% HIBS/HIER documentation with color printed images of the subject property, and one digital version of the 100% documentation to be displayed on the SHPO website.
11. SHPO review and comment period for HIBS/HIER documentation is generally thirty (30) working days. The review and comment period begins upon receipt of complete HIBS/HIER documentation at SHPO offices.
12. HIBS/HIER Collection is curated and managed by the Abraham Lincoln Presidential Library (ALPL). HIBS/HIER documentation is available for public use. The 100% archival set of HIBS/HIER documentation is available for use, provided the HIBS/HIER Coordinator or the ALPL Chief of Acquisitions authorizes such use.

Effective 1-21-1999

Revised 10-27-2022

**ATTACHMENT E: HIBS OUTLINE FORMAT****Historic Illinois Building Survey (HIBS) and  
Historic Illinois Engineering Record (HIER) Written  
Outline Format**

HISTORIC ILLINOIS BUILDING SURVEY  
NAME OF BUILDING (SECONDARY NAME)

Location:Present Owner:

This heading may be combined to Present Owner and Occupant if they are one and the same. Include address of owner if it is different from address of structure.

Present Use:Significance:PART I. HISTORICAL INFORMATION

(Double space between outline headings – single space text. Omit any heading or part of a heading that is not appropriate, and re-number other outline headings as needed.)

## A. Physical History

1. Date(s) of construction:
2. Architect:
3. Original and subsequent owners:
4. Builder, contractor, suppliers:
5. Original plans and construction:
6. Alterations and additions:

## B. Historical Context:

PART II. ARCHITECTURAL INFORMATION

## A. General Statement:

## B. Description of Exterior:

1. Over-all dimensions:
2. Foundations:
3. Walls:
4. Structural system, framing:
5. Porches, stoops, balconies, bulkheads:
6. Chimneys:
7. Openings:
  - a. Doorways and doors:
  - b. Windows and shutters:
8. Roof:
  - a. Shape, covering:
  - b. Cornice, eaves:
  - c. Dormers, cupolas, towers:

## C. Description of Interior:

1. Floor plans:
  - a. Describe by floors
  - b. Etc.
2. Stairways:
3. Flooring:

**ATTACHMENT F: SHPO ARCHAEOLOGY DISCOVERY GUIDE**



**Illinois Department of Natural Resources**

One Natural Resources Way Springfield, Illinois 62702-1271  
www.dnr.illinois.gov

JB Pritzker, Governor  
Colleen Callahan, Director

**SHPO Archaeology Discovery Guide**

Although verification of the presence of cultural resources can be difficult, two clues are the presence of (1) artifacts on an excavated surface or in a spoil pile and (2) soil discolorations or anomalies.



Artifacts, such as those specimens illustrated in the following photographs, are the most common indicators for the presence of archaeological sites. Some of these will be familiar objects and easily recognized, while others may require special expertise to identify.

Stone tools are the most easily recognized pre-contact Native American artifacts present on archaeological sites in Illinois. These can include projectile points (arrowheads and spear tips), celts (axes), adzes, and hoes or spades.



The majority of pre-contact Native American artifact assemblages are comprised of lithic “debitage” or fragments (flakes, chips) of stone (usually chert or flint), which are the byproducts of tool manufacture.

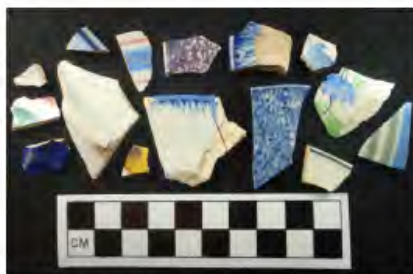


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Pre-contact Native American ceramic artifacts are often broken into sherd fragments that can often look like lumps of dried dirt and require careful examination. Some will show signs of deliberate marking and/or decoration.



Artifacts related to Euro-American settlement and habitation may be encountered. These may include ceramics, glass (curved vessel and/or flat window), nails, and bricks.



Architectural features may also be encountered, including structural foundations (with or without cellars) and walls. Other features may include wells and cisterns.



Human remains are the most sensitive of all cultural resources that may be encountered. These, most importantly, must be treated with the utmost respect.

Please note the locations and details of all inadvertently discovered cultural resources are confidential.



CITY OF URBANA, ILLINOIS  
DEPARTMENT OF PUBLIC WORKS  
PUBLIC FACILITIES DIVISION

## MEMORANDUM

**TO:** Mayor Diane Wolfe Marlin and Members of City Council  
**FROM:** William R. Gray, Public Works Director *WRG*  
 Vince H. Gustafson, Public Facilities Manager *VHG*  
**DATE:** May 24, 2018  
**RE:** Potential Closure of the Urbana Civic Center

### Introduction

Built in the 1970's, the Urbana Civic Center provides the community a low-cost option for meeting and event space. Historically, capital improvement and maintenance funding for the Civic Center has competed with all municipal facility priorities. Because of deferred maintenance and lack of reinvestment, the Civic Center has deteriorated to the point where it is no longer acceptable to continue operating in its current condition.

### Background and Facts

Examples of the various types of hosted gatherings include:

- Weddings and private family gatherings
- Small clubs and civic organizations
- Religious and cultural organizations
- Public exhibitions including craft fairs and stamp collection exhibits

City sponsored events are also hosted at the facility. Examples include:

- Open houses/public forums/development meetings
- Training and supplemental meeting space for City staff
- Food Truck Rally/Shop with a Cop/annual City Health Fair
- Retirements and similar ceremonies

In the past, the Civic Center has been marketed via Yellow Pages, the website, radio advertisements and occasional print advertisements. The budget for marketing is scant.

The operating day is divided into three sessions: Morning (7a.m.-12noon), Afternoon (1p.m.-5p.m.), and Evening (6p.m.-10p.m., 11p.m. Fridays/Saturdays). The Civic Center Coordinator works approximately thirty hours weekly covering morning events and office hours (Monday through Friday, 7a.m.-1p.m.). The two half-time staff work afternoon, evening, and weekend shifts dictated by the event schedule.

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EQUIPMENT SERVICES • OPERATIONS • PUBLIC FACILITIES

Weekend events are the primary revenue source and are consistently booked throughout the year. Fifty percent or more of the available weekday time slots are rented for events. Over the past 12 months, Civic Center staff spent a total of 3,600 hours staffing office hours and events. Of these, 38% were spent on weekday morning events and office hours, 35% on weekday afternoon/evening sessions, and 27% spent on Saturdays and Sundays (all three sessions).

Staff has considered a reduction of operating hours and determined it not to be a feasible cost-savings measure. A minimum of three part-time employees is required to staff events and maintain office hours. The weekly office hours are required to field phone calls, take reservations and payments, and provide tours, even in a potentially reduced schedule scenario. This work is done while weekday morning and afternoon events are serviced. As another example, a Saturday event can often start as early as 8a.m. and run as late as 1a.m. to close the facility. This requires two employees to split the shift and be prepared to return for a Sunday event, if scheduled. The third employee is then available to cover for illnesses and other leave time.

The condition of the facility has degraded because of years of use and limited funding for facility improvements. The poor condition of the Civic Center reflects negatively on the image the City of Urbana strives to portray. Staff are receiving an increasing number of complaints from the regular customer base. The general deterioration of quality and condition presents a barrier to rental rate increases. Any rate increase is anticipated to be offset by a loss of business.

In 2017, the City considered an offer from the Urbana Business Association to assume a management role of the Civic Center. UBA staff determined that if the Center were to operate successfully, the City would need to invest a significant amount of money to address facilities needs and amenity improvements. The decision was made not to pursue the arrangement at this time.

**Financial Impact**

The Urbana Civic Center has operated as a low-cost meeting venue, with the City subsidizing a loss of approximately \$40,000-\$50,000 annually. Currently, revenues are projected at \$58,000 and expenses are budgeted at \$98,000.

Additional expenses currently not charged to the Civic Center operating budget of \$98,000 include the Facilities Manager’s salary, who is responsible for operation of the Civic Center, and spends about 15% of his time on related activities. In addition, the City spends an estimated \$3,100 on related facilities expenses, which include mowing, pest control, safety inspections, planned and unplanned HVAC maintenance.

Revenues for the Civic Center have been trending upward recently. However, these increases are far from sufficient to meet the required capital expenditures and increased operational costs.

Fiscal Year	Civic Center Annual Revenue	Fiscal Year	Civic Center Annual Revenue
2006	42,685	2012	47,775
2007	45,745	2013	55,636
2008	44,305	2014	54,435
2009	43,615	2015	56,283
2010	40,585	2016	56,282
2011	40,815	2017	61,973

Staff have considered adjusting rental rates and determined that an increase of 71% is required to close the existing gap between revenues and expenses. This rental increase would provide no improvement to the quality of the building and likely result in a decrease in customer use. This rental fee increase would also not address the required capital improvement needs.

The Civic Center currently requires an estimated \$750,000 to \$1 million in major replacements. There are no identified funds available to make these replacements. Required near-term expenses include:

- Roof replacement (complete tear off with deck repairs) and metal replacement on cupolas
- Curtain replacement
- Water heater replacement
- Stove and range hood replacement
- Sound system replacement
- Lighting upgrades
- Replacement of tables and chairs for 300 guests
- Updating electric service panels
- Periodic professional deep cleaning
- General remodeling to: front office, conference space, men's and women's restrooms, and kitchen

A Request for Proposals for City-Wide Facilities Master Plan Services has been released. It is anticipated that a consultant will be employed within the next few months. The first phase of this project includes a conditional analysis of all municipal facilities where all short-, immediate-, and long-term repair costs are identified.

### Options

1. Close the Civic Center effective December 31, 2018, saving \$40,000 - \$50,000 annually and forestalling the need for \$750,000 to \$1M in costs for improvements. Evaluate the long-term use of the Civic Center as part of the City's facility planning process.
  - a. Impacts
    - i. Service Level: Staff would work to develop information on alternative venues for current customers as part of closure preparations. Staff will also work to identify other venues for City meeting space.
    - ii. Staffing Level: Three part-time positions (1.75 FTE) associated with the Civic Center would be eliminated. Staff will explore the possibility of available job placement options and/or separation incentives to ease the transition.
2. Make other budget reductions of at least \$40,000 to offset costs of continuing to operate the Civic Center as is for an additional year, and spend an additional \$15,000 for minor upgrades including replacing damaged chairs, tables, curtains and range. It should be understood these are sunk-costs should additional capital improvement funding not be allocated in the future. Evaluate the long-term use of the Civic Center as part of the City's facility planning process.

### Recommendation

Given the necessity of addressing the budget deficit and addressing long-term financial concerns associated with the City's General Fund, Option 1 is recommended.

**CITY OF URBANA  
COMMITTEE OF THE WHOLE – Tuesday, May 29, 2018 – 7:00 P.M.  
CITY COUNCIL CHAMBERS – 400 S. VINE STREET, URBANA, IL**

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The City Council Committee of The Whole of the City of Urbana, Illinois, met in regular session Tuesday, May 29, 2018, in the Council Chambers of the Urbana City Building.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** Aaron Ammons; Bill Brown; Eric Jakobsson; Dennis Roberts; Diane Wolfe Marlin; Charles A. Smyth

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** None

**ELECTED OFFICIALS ABSENT:** Dean Hazen, Ward 6; Jared Miller, Ward 7; Maryalice Wu, Ward 1

**STAFF PRESENT:** Brad Bennett; James Eggert; William Gray; Vince Gustafson; Elizabeth Hannan; Wendy Hundley; Todd Rent; John Schneider; Crag Shonkwiler; James Simon; Barb Stiehl; Richard Surles; Justin Swinford; Scott Tess.

**OTHERS PRESENT:** Annie Adams; Elderess Melinda Carr; Tanya Deckert; Scott Dossett; Margaret Miller; Etha Reid; Tracy Satterthwaite; Rev. Dr. Evelyn B. Underwood; Todd Schroeder; Members of the Media

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**1. CALL TO ORDER AND ROLL CALL**

There being a quorum, Chair Bill Brown called the meeting of the Committee of the Whole to order at 7:10pm following a Special City Council Meeting.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Alderman Roberts made a motion to approve minutes from the meeting held on May 14, 2018. Motion seconded by Alderman Jakobsson and carried by unanimous voice vote.

**3. ADDITIONS TO THE AGENDA**

Alderman Roberts made a motion to allow for a change of order in the agenda for item 14, Brick Sidewalks, to move up to Item 6 following Presentations. Alderman Ammons seconded and the motion carried by unanimous voice vote.

**4. PUBLIC INPUT**

Margaret Miller did not wish to speak but wanted her opposition to replacing brick sidewalks with concrete entered into the record.

Scott Dossett addressed the committee about his concerns related to brick sidewalks. He became involved as a member of the Historic Preservation Commission because of the lack of movement on their part on brick sidewalk preservation. He spoke to some of the history and involvement of the Historic East Urbana Neighborhood Association (HEUNA) in rebuilding and advocating for brick sidewalks as part of the historic nature of the area. He was concerned that new and young residents of the neighborhood were unaware of this history. He expressed his concern that without a robust historic preservation effort on the part of the city, more significant losses of the historical fabric of Urbana will be lost and encouraged the city to fund preservation efforts related to brick

walks.

Tanya Deckert addressed committee in opposition of changing the speed on Lincoln Avenue Spoke to 25mph in the section adjacent to the University. She suggested that students need to be educated to make good choices instead of having them in their phones. She was concerned that by not teaching them, it would instead be enabling them. She was also concerned that with even more changes made to the area that it would keep towns people away from campus; that by making it too difficult to drive, it would be bad for business.

Annie Adams addressed committee in support of changing the speed limit on Lincoln Avenue. She supports the staff recommendation for 25mph noting that Urbana residents live on both sides of the street. She noted that this section of roadway includes a family friendly park. She stated that this will save lives for those walking and bicycling and will create a safer crossing of Lincoln. She noted that she is a year round bicycle commuter to her University position, her membership on the city's bicycle and pedestrian advisory commission, and her membership on the Univ. of Illinois Transportation committee.

Rev. Dr. Evelyn B. Underwood did not wish to speak, but asked that her position be entered into the record regarding her continued concerns about the Dr. Ellis Subdivision sewer issues.

Elderess Melinda Carr did not wish to speak but wanted her continued concerns about the Dr. Ellis Subdivision sewer problems, equity and historic impact entered into the record.

## 5. PRESENTATIONS

### a. Fire -- ISO Presentation on City ISO Class 1 rating

Interim Fire Chief James Eggert began by thanking Council and Mayor, staff, Metcad, and American Water related to the City's new ISO Class 1 rating effective Aug 1. He is hopeful that this will result in lower insurance rates. He noted that the fire department is 50% of the rating, American Water 40% and Metcad 10%. The ISO evaluations cover 46,000 communities across the country such that Urbana is one of the 305 across the country and 16 out of 1200 in Illinois with this highest rating. This puts us in the top 1% in the country and state. Provided ratings and scores. Provided outline for Moving Forward. There is room for improvement as we are only .92 over the 90% threshold. Chief Eggert gave several examples where improvements could be made. Discussion of reserve apparatus going forward as well as other areas including supply systems, education, inspections and so on.

### b. Budget Review – Pension Funding, Updates to Financial Policies

Finance Director Elizabeth Hannan and Todd Schroeder (Police and Fire Pension Fund Actuary) made a presentation on the Police and Fire Pension Funding policy development. Mr. Schroeder gave an overview of the process they used for developing the pension funding policy proposed. They noted two issues that have crept up, state statutory minimums that satisfy state requirements but may not be best policy in the long term; and that a more sound, long term policy is almost twice the current cost level of contributions so they looked at various scenarios to develop a compromise position for better long term funding path. Mr. Schroeder provided a series of graphical pictures of potential funding levels over time including a transition plan at the compromise level.

Alderman Roberts asked about the aggressive 5 year increase and wondered if adding several more years would be easier to fund. Mr. Schroeder replied that the stretching it longer makes the unfunded portion too big. Discussion followed concerning state comparisons. Few communities are able to be at or over 90% and these tend to be fire district clients. Ms. Hannan noted that the unfunded liability has increase from \$15.4M to \$19.1M since 2014. Alderman Jakobsson stated that we have an ethical responsibility to maintain the pension system and City Attorney Jim Simon noted that the city has a contractual and statutory requirement to meet the 90% level. It is very important that everyone covered by this needs to know that we are acting in good faith and support an aggressive path. Alderman Ammons, as a SURS trustee, knows what terms mean but asked for an explanation of the unfunded liability for those listening. Mr. Schroeder explained the term. Discussion followed concerning the long term consequence of underfunding and when would money run out.

Mr. Schroeder left the presentation and Ms. Hannan continued with discussion of the Financial Policies which include the pension funding policy and changing the definition of a balanced budget. Alderman Jakobsson asked if this is a more conservative definition to which Ms. Hannan agreed. Mayor Marlin noted that this makes us a little more resilient in the long run.

### **c. Bicycle and Pedestrian Advisory Committee (BPAC) Annual Report**

Alderman Dennis Roberts took Chair so that Alderman Brown and Assistant City Engineer Craig Shonkwiler could present the BPAC annual report for the calendar year 2017. They reviewed the history of BPAC and then provided a summary of 2017 activities. This included a survey of residents on biking and walking, started development of Pedestrian Master plan, discussed implementation of Vision Zero goal, and celebrated the Kickapoo RailTrail (KRT) opening. BPAC provided input on 6 CIP projects. Several slides from the survey were projected and discussed.

Alderman Brown noted that the Pedestrian Master Plan is being done in coordination with CCRPC and that Bicycle Wayfinding plans should be completed this year. He also provided a Vision Zero summary, discussed the KRT ribbon cutting including working with Urbana Park District on Weaver Park connectivity. Additional summary slides from surveys were present and they described education activities for the year ahead including 2 stage left turns for Green Street as part of the MCORE project. Alderman Brown ended with a summary slide describing the many organizations that work with BPAC on bicycle issues.

Alderman Ammons asked about tickets for bicyclists and the diversion program and noted that we have to respect a bicycle as a vehicle in the roadway.

### **d. Potential Closure of the Urbana Civic Center**

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

In response to Alderman Jakobsson asking how public facilities budget like new roofs, Mr. Gustafson described past actions of bringing in a roof consultant and have identified a replacement plan, having already replaced the Fire Station roof and performed additional recent work on other roofs. The Civic Center roof is currently top priority. Mr. Gray added that the city has just taken out of reserves, as there is no building replacement fund. Mr. Gustafson described the first phase of the upcoming Facilities Planning and outlined the early deliverables of an overall facilities evaluation setting priorities and costs.

Alderman Ammons noted that he has many constituents who use the civic center and asked if \$108K represents the annual costs of the center. Mr. Gustafson replied that a 70% increase in rates would be required to cover this estimate. Discussion followed noting that the roof is the most important item needing to be fixed and cost is around \$300K. Mr. Gustafson described using a higher end roof as well.

Alderman Ammons raised the possibility of raising money for the facility. Discussion followed about how private funding could work and Attorney Simon explained how best to set up foundations for public entities such as cities. Alderman Ammons said that the center is a tremendous asset for the community. He continued by asking that even with the facility study, identifying all the problems, repairs, and equipment needed, where would the city come up with the money. Mr. Gustafson noted that the study will provide a list of priorities such as health and safety, operational needs, and so on so that we can start to plan proactively.

Alderman Roberts stated that he has received a lot of communication on this proposed closure. He asked how the leaking roof would be dealt with even if the center were closed. He would be willing to look for an intermediate solution. Mayor Marlin added that we have many space needs, many employees working in tight or inappropriate quarters, and that the facilities study is for more additional information including programming needs, how the city is using space, how people are working, and whether the right people are working in proximity to each other. This study will help us set priorities and we have to make some tough choices on where we use our resources.

Alderman Brown said he liked Alderman Ammons's ideas for funding and wondered about naming rights if a single entity would contribute. Alderman Brown asked about percentage use of the kitchen to which Mr. Gustafson noted that 1/3rd of weekend events use the kitchen. The kitchen is a big advantage and selling point. Discussion of types of events and fees followed noting that weekend events are only for half or usually all of the full facility. For weekdays, quarter sections are available and Profit or Non-Profit rates for usage are different. Mr. Gustafson also noted that the large weekend events are the big money makers. The Civic Center coordinator works 7am-1pm and staffs daytime events, answers the phone, and makes schedule arrangements.

Alderman Jakobsson stated that he likes the ambiance of the civic center and supports the idea of offering naming rights. He expects to begin conversations with groups for where to go as alternatives and for the city to catalyze interactions to help figure out what alternative spaces are available for events. Mayor Marlin stated that we will work to identify alternative venues and there is interest in doing this. She noted that the Civic Center building was designed as the atrium entryway for a large sports facility. Alderman Roberts was interested in finding out more about UBA involvement and online booking to reduce staff costs. It was noted that the UBA wanted city to upgrade the facility first. Alderman Brown asked, in relation to the CIP, where is the spreadsheet that has identified projects as in the past. Mr. Gustafson responded that this has been replaced with a 50K emergency fund only and a new list will be developed as part of the facilities study.

## 6. STAFF REPORT

### a. Overhead Sewer Program Reimbursement

Justin Swinford spoke to the staff memo noting that changes were discussed last February of including this in city code. He noted that the City Legal has determined that an ordinance isn't needed to run this program as long as this is part of the existing Capital Improvement Plan. No council action is required as long as the budget allows for it.

Alderman Ammons and Alderman Roberts asked if it would be wiser and more transparent to have this added to the city code? Discussion followed with Public Works Director Bill Gray noting that this is the best program to have a cost effective way to avoid sewer backups in lower levels and basements. The program has been in place over 20 years with both cities and UC Sanitary District pitches in 25%. The program is supported by the EPA. CM Ammons asked where the primary areas within the city that are a concern. Mr. Swinford noted that the map from February shows that problems are spread all over town and particularly in older homes with basements/half basements. The current building code includes this requirement for new homes and is part of the state requirements.

### b. Sanitary Sewer Map

Mr. Swinford spoke to the memo related to the Sanitary Sewer Map. He stressed the availability of the information but Public Works does not want to put it on line for the reasons listed in the memo. He summarized the relative classification map with percent summaries showing a pretty even split across the three categories. CMM Jakobsson note that the map is a coarse grain version. Mr. Swinford said the map shows where the sewers are in relation to street and yard. CMM Jakobsson noted the differences with relationship to age of the house.

Etha Reed addressed the committee to communicate her issues regarding sewer problems at the Dr. Ellis Subdivision, particularly at a home where her daughter and granddaughter live on Ellis Drive – a bi-level with basement that backed up a couple years ago. While doing recent work on the home, she found mold in the drywall. She is concerned about rain leading to backups. Alderman Ammons asked if the overhead sewer program would apply which Mr. Swinford confirmed.

Rev. Dr. Underwood asked that if the program is not going to part of the code, she wants to make sure that everyone knows about it. CMM Roberts asked if we could include this information in the annual mailing. Mr. Swinford noted that the sanitary district handles this but we have done this in the past. It is on the city website too but staff are discussing ways of raising awareness. Alderman Ammons noted numerous conversations about how we talk to the public about information. Some people do not embrace the technology and having missed this we need to look at how to better address some issues. Mayor Marlin stressed the need for people to call the city first on sewer issues. This needs to be a message we constantly stress to the public.

Elderess Melinda Carr asked about the criteria for residents to be reimbursed for the overhead sewer program and how does a resident determine they have a problem if not due to a heavy rainfall. She stated that past calls were made but the problem has not been dealt with and does not understand why they have not gotten help. Alderman Ammons stated that he should have gotten more clarity but thought we were dealing with a sewer lateral issue.

## 7. Motion: Motion for the replacement of the existing brick sidewalk on Anderson Street between

East High and East Green Street with a new concrete sidewalk – PW

Brad Bennett spoke to the staff memo describing the water main installation by American Water. The three homeowners affected requested a replacement with concrete. Alderman Roberts noted Ward 5 communication on this but none of the homeowners are present tonight. He said that the neighborhood was very proud of our brick sidewalks. However, many consider them dangerous but they are permeable and like any other sidewalk tree growth affects them. He acknowledged that it can be hard to maneuver a wheelchair but they add to the historical quality of a neighborhood. He noted that where the brick has been re-laid, it is even and nice. In this case, the city of Urbana won't have to pay one penny to have this brick sidewalk reinstalled and in this instance would like to see it reinstalled expecting American Water to do it well under city supervision. He expressed his concern that the historic features of the community are being lost.

Tracy Satterthwaite provided public input noting that she had done some research of brick vs concrete and it shows that bricks are cheaper in the long run. She stated that in this neighborhood the concrete sidewalks are in just as bad a shape as the brick and the brick on the two sides of her home are wonderful and have not been touched by the city ever, not in the 30 years she has lived here. She noted that they are better in winter as they dry faster. HEUNA was established to preserve these historic features. Alderman Jakobsson asked about brick versus concrete and went on to ask if brick inherently better. He thought that brick should be replaced with brick. Alderman Ammons noted that laying brick takes a certain amount of skill. Staff noted that American Water has contractors who can do the work.

Attorney Jim Simon provided clarification that no motion is needed and that no action would lead to brick being re-laid. Alderman Jakobsson moved to send a motion to replace brick with concrete to council with no recommendation. Alderman Brown seconded the motion. CMM Jakobsson thinks we should hear the reasons for installing concrete from the residents. CMM Ammons spoke to this and thinks the full council should make a decision. CMM Roberts noted that we surrendered a lot of brick sidewalk on Green Street, north side, to make it possible to get to Victory Park and that we should let Am Water lay an excellent brick sidewalk. The motion was approved by voice vote with Alderman Roberts opposed to go to council with no recommendation.

**8. Resolution No. 2018-05-021R: A Resolution Approving the Champaign-Urbana Solid Waste Disposal System Annual Budget (Fiscal Year 2018-2019) – PW**

Assistant City Engineer Brad Bennett spoke to the staff memo noting the annual budget for the CUSWDA as similar to previous year and that the City of Champaign has to approve it as well. He noted that the Hoseman agreement ends this November so the city will be looking at a new Intergovernmental agreement.

Alderman Ammons moved to send Resolution 2018-05-021R to council with a recommendation for approval. The motion was seconded by Alderman Jakobsson and passed by unanimous voice vote.

**9. Resolution No. 2018-05-022R: A Resolution Approving the Capital Improvement Plan (2018) – PW**

Public Works Director Bill Gray discussed the CIP plan assisted by Vince Gustafson, Craig Shonkwiler, and Brad Bennett. They reviewed accomplishments for the year including Lincoln Avenue extension, resurfacing a section of Lincoln Ave, Airport Road, Vine St resurfacing, LED lighting in the University District, Sanitary Sewer construction, brick sidewalk repair, and fires

station basic HVAC. Planned Projects: MCORE will be completed between Busey and Wright this summer with Project 5 starting next year in 2019-20; Lincoln and Springfield resurfacing; Race and Vine street repairs; Cunningham shared use path via TIF money; Sanitary Sewer extension for St. Matthews; bathroom repairs for firefighters in city building; and the Facility Assessment Plan Phase 1. They noted that the Stormwater Master plan needs to be updated. There are many projects that are not funded and we need to make investments in our roads and sidewalks.

Discussion followed with Alderman Brown noting that funding went up for MCORE and confirmed by Mr. Shonkwiler that the local funding need has increased. Most of the increase is related to project 5. Another increase is related to lighting pole costs and that an IDOT IGA was coming soon to cover the black color upcharge. In response to Alderman Ammon, staff noted that the last time the local Motor Fuel Tax was increased was August 2015 to 5 cents per gallon and that 1 cent generates \$180K per year. Mayor Marlin noted that the city will address revenue development over the coming year.

Alderman Roberts moved to send Resolution 2018-05-022R to council with a recommendation for approval. The motion was seconded by Alderman Ammons and passed by unanimous voice vote.

10. **Ordinance No. 2018-05-037:** An Ordinance Vacating an Alley (North Alley of Water Street East of Poplar Street) – PW

Assistant City Engineer Brad Bennett spoke to the staff memo. He noted that the city was going to reserve a Utility easement but otherwise, this is a non-functional alley.

Alderman Ammons moved to send Ordinance 2018-05-037 to council with a recommendation for approval. The motion was seconded by Alderman Jakobsson and passed by unanimous voice vote.

11. **Ordinance No. 2018-05-038:** An Ordinance Vacating a Certain Portion of an Alley (South of Green Street between Urbana Avenue and Maple Street) – PW

Mr. Bennett spoke to the memo on this side yard alley vacation noting that 3 out of 4 property owners had agreed but one was unresponsive resulting in a partial vacation. Again, the city is reserving a utility easement.

Alderman Jakobsson moved to send Ordinance 2018-05-038 to council with a recommendation for approval. The motion was seconded by Alderman Ammons and passed by unanimous voice vote.

At 10:30pm, a motion to extend the meeting by 15 minutes was made by Alderman Jakobsson, seconded by Alderman Roberts, and passed by unanimous voice vote.

12. **Ordinance No. 2018-05-039:** An Ordinance Amending Schedule K of Section 23-184 of the Urbana Local Traffic Code Prohibiting Parking During Certain Hours on Certain Streets (Vawter Street) – PW

Assistant City Engineer Craig Shonkwiler summarized the staff memo and recommendations from the Traffic Commission describing restrictions for certain hours at this location for student pickup by bus service.

Alderman Ammons moved to send Ordinance 2018-05-039 to council with a recommendation for approval. The motion was seconded by Alderman Roberts and passed by unanimous voice vote.

13. **Ordinance No. 2018-05-040:** An Ordinance Amending Schedule Q of Section 23-64 of the Urbana Local Traffic Code Decreasing State Speed Limits on Certain Streets (Lincoln Avenue between Nevada Street and Pennsylvania Avenue) – PW

Assistant City Engineer Craig Shonkwiler summarized the staff memo and recommendations from the Traffic Commission. He noted that the city did a road diet in 2006 on this section of Lincoln Avenue and that a number of faculty and students cross Lincoln here. There have been safety concerns particularly at Lincoln and Ohio as well as at Iowa Street. Staff performed a traffic study as well and did further analysis using a new guide from CUAATS. They are recommending enhancements with bump outs and median islands as well as new pedestrian warning signage. Staff will apply for a Highway Safety improvement grant next spring. In the interim, a lower speed limit matching the University District speed limit is recommended. Alderman Brown added that he went to the traffic commission meeting and there will be some education of students by sororities and fraternities. There is much distracted walking and driving. Alderman Ammons noted that survival rate is important but not sure if people really slow down in response to speed limit. Mr. Shonkwiler said that staff anticipates putting up signage and maybe radar signs. Enforcement could be a component. Alderman Roberts really likes and supports bump outs and warning signs. CMM Jakobsson spoke positively about the recent change to 25mph on Springfield and how it has changed the environment there.

Alderman Jakobsson moved to send Ordinance 2018-05-040 to council with a recommendation for approval. The motion was seconded by Alderman Ammons and passed by unanimous voice vote.

14. **Ordinance No. 2018-05-041:** An Ordinance Approving an Assignment of a Power Purchase Agreement from WCP Solar Services, LLC to WCP Financials, LLC – PW

Environmental Manager Scott Tess summarized the staff the memo. He indicated that the City had retained the right to consent to any reassignment and that reassignment was typical in this industry.

Alderman Jakobsson moved to send Ordinance 2018-05-041 to council with a recommendation for approval. The motion was seconded by Alderman Ammons and passed by unanimous voice vote.

## 15. **ADJOURNMENT**

There being no further business before the committee, Chair Brown declared the meeting adjourned at 10:45 pm.

Charles A. Smyth  
City Clerk

This meeting was video recorded with website link (viewable on demand):

<https://www.urbanaininois.us/node/7182>

This meeting was broadcast on cable television (UPTV) and streamed live: <http://urbanaininois.us/upty>

Minutes Approved: June 11, 2018

**CITY OF URBANA  
COMMITTEE OF THE WHOLE – Monday, June 11, 2018  
CITY COUNCIL CHAMBERS - 400 SOUTH VINE STREET, URBANA, IL**

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The City Council Committee of The Whole of the City of Urbana, Illinois, met in regular session Monday, June 11, 2018, in the Council Chambers of the Urbana City Building.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** Aaron Ammons; Bill Brown; Eric Jakobsson; Dean Hazen; Jared Miller; Dennis Roberts; Maryalice Wu; Diane Wolfe Marlin; Charles A. Smyth

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** Danielle Chynoweth

**ELECTED OFFICIALS ABSENT:** None

**STAFF PRESENT:** James Eggert; Steven Doggett; Bob Fitzgerald; Kevin Garcia; Vince Gustafson; Elizabeth Hannan; Brian Hoff; Elizabeth Horwitz; Kay Meharry; Carol Mitten; Matt Rejc; John Schneider; James Simon

**OTHERS PRESENT:** Elderess Melinda Carr; Bishop King James Underwood; Rev. Dr. Evelyn Underwood; Members of the Media

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1. **Call to Order and Roll Call**

There being a quorum, Chair Dennis Roberts called the meeting of the Committee of the Whole to order at 7:00pm.

2. **Approval of Minutes of Previous Meeting**

Alderswoman Maryalice Wu made a correction to the minutes. On page four, paragraph five, the minutes are written as, "Alderman Brown said he liked Alderman Brown's idea". Alderman Bill Brown said it should read, "Alderman Brown liked Alderman Ammons's idea". Alderman Jared Miller made a motion to approve minutes with the correction on page four, paragraph five. Motion seconded by Alderman Aaron Ammons and carried by voice vote.

3. **Additions to the Agenda**

There were none.

4. **Public Input**

Firefighter and Fire Pension Board Trustee Brian Hoff, and Firefighter Steven Doggett appeared before committee members to express their appreciation for the approval of the long term pension funding.

Bishop King James Underwood and Rev. Dr. Evelyn Underwood did not wish to speak but wanted their concerns about the Dr. Ellis Subdivision sewer problems entered into the record. Elderess Melinda Carr did not wish to speak but wanted her continued concerns about the Dr. Ellis Subdivision sewer problems, equity and historic impact entered into the record.

5. **Presentations**

There were none.

6. **Staff Report**

Economic Development Coordinator Elizabeth Horwitz presented the Business Development report. She said the community visioning process for Lincoln Square continued in May with multiple workshops. The I.D.E.A. Store will move from Champaign to the former Art Mart space at Lincoln Square, and plans to open in the fall. The Independent Media Center has two new tenants. Power 102 Jazz, is an online radio broadcasting service, now located at the Media Center, as well as the D.O.S.E. Foundation, which provides theater opportunities for under-served groups.

Mayor Marlin reported on the damage caused by the storm the day before. She said there were over a dozen city trees that came down in the right-of-way, as well as some private trees. She thanked Public Works, Police, and Fire departments for their help in dealing with storm.

7. **FY2019 Consolidated Social Services Funding Approval – Final Recommendations**

Community Development Coordinator Matt Rejc presented the final version of the recommendations for funding allocations of consolidated social service funds. He made a correction to the memo for the amount available in the Consolidated Social Service Funding Pool. The memo says \$240,000 is available and the correct amount available should be \$250,000. Cunningham Township asked to have the \$250,000 decreased to \$240,000 to allow for additional funds that can be used for emergency shelter.

Cunningham Township Supervisor Danielle Chynoweth was present by phone to answer questions about the Township allocations. The Township is administering the funds for Champaign County Health Care Consumers. All of the documentation for reimbursement has been submitted and the township is working to get the disbursements done before the end of the year.

Mr. Rejc said there had been a question about statistics for tracking the funds after they have been dispersed, and that those statistics will be incorporated into the annual report beginning next year. He told committee members that some programs that duplicate services provided by multiple agencies have had some decreases or cuts in funding to the smaller agencies, with more money going to the larger agency providing the same services.

Mr. Rejc told committee that cuts made to Courage Connection funding were made because one of the programs they offered for homelessness and transitional housing had been discontinued, with more concentration on the domestic violence program. Because of that, the amount awarded to Courage Connection is for the domestic violence program. Due to that change, the amount previously awarded for homelessness and transitional housing to them has been discontinued. Ms. Chynoweth told committee members that the CU Men's Shelter is asking for funds, and the Township will give them additional money to open two months early, which would save the Township considerable money. She is also asking the City to set aside \$20,000, with \$10,000 of City contribution toward shelter and the other \$10,000 coming from past allocations that have not been spent. This would go toward transitional and emergency shelter for women. If the Township budget is approved, they will set aside \$50,000 for the same. Ms. Chynoweth was asked to submit a proposal with documentation to committee for the men's shelter funding, because it is an increase. She will provide that documentation.

There was further discussion about agencies and programs, with input and clarification from Mr. Rejc and Ms. Chynoweth.

Alderman Wu made a motion to keep this item in Committee. Motion seconded by Alderman Ammons and carried by voice vote.

Presentation and discussion for this item can be found at:

<https://www.city.urbana.il.us/Scripts/CouncilVideo/Video.asp?v=/ Video/City Council/2018/20180611/04. Consolidated Social Service Funding Approval.mp4>

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

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

Concern about the sudden closure of the Civic Center was expressed. The possibility of trying to find a way to fund the Civic Center to keep it open was discussed. Ms. Hannan said it is currently operating at a loss of \$40,000 to \$50,000 a year, and has been losing that amount for at least four years. The possibility of raising the fee for use of the Civic Center was discussed as a means of trying to keep it open. Keeping it open and breaking even would mean raising rates by 72%. Mayor Marlin said the closing of the Civic Center is just a small part of the \$623,000 proposed budget reductions for this year, with more reductions coming for next year. The condition and actual costs for improvement of the building will be determined in the facilities analysis, but would probably be at least \$750,000 to \$1 million.

After further discussion, it was decided that the cost of improving and maintaining the Civic Center would not be possible with current budget constraints.

Alderman Hazen motioned to send Ordinance No. 2018-06-045 to Council. Motion seconded by Alderman Miller and carried by voice vote.

Presentation and discussion for this item can be found at:

<https://www.city.urbana.il.us/Scripts/CouncilVideo/Video.asp?v=/ Video/City Council/2018/20180611/05. Ordinance 2018-06-045.mp4>

9. **Ordinance No. 2018-06-046:** An Ordinance Revising the Annual Budget Ordinance for FY2017/18 (Budget Amendment #9 – FY2018 Estimates)

Alderman Jared Miller made a motion to forward Ordinance No. 2018-06-046 to Council with recommendation for approval. Motion seconded by Alderwoman Wu and carried by voice vote.

10. **Resolution No. 2018-06-023R:** A Resolution Adopting Financial Policies (2018)

Alderman Miller made a motion to forward Resolution No. 2018-06-023R to Council with recommendation for approval. Motion was seconded by Alderman Dean Hazen.

Finance Director Elizabeth Hannan said the only changes in the policy are fire and police pension funding and the meaning of what constitutes a balanced budget. She said the change in the financial policy will be that expenses will not exceed 98.5 % of recurring revenues.

When asked if the policy included hiring practices, Ms. Hannan responded that it is not included in the financial policy. There will be a review of positions that become vacant to determine the need to fill them. After discussion, the motion to forward this resolution to council was carried by voice vote.

11. **Resolution No. 2018-06-024R:** A Resolution Ascertainning Prevailing Wages (2018–2019)

Ms. Hannan presented this resolution said it is an annual requirement by the state. Alderman Ammons moved to send Resolution No. 2018-06-024R to Council. Motion seconded by Alderman Eric Jakobsson and carried by voice vote.

12. **Resolution No. 2018-06-025R:** A Resolution Approving an Intergovernmental Agreement with the City of Champaign and the Board of Trustees of the University of Illinois for a Bicycle Sharing Program

Planner II Kevin Garcia presented this resolution. He said a draft of the agreement had been presented to committee in April and that City Attorney James Simon and the legal teams from the City of Champaign and University of Illinois reviewed the draft agreement and made changes to it. One of the most significant changes was the addition of a mechanism to revoke the license of operators who regularly violate the regulations. Additional changes include:

- The initial capped fleet size of 500 bicycles may be increased or decreased if all parties agree.
- Operators are required to have a \$1,000,000 commercial general liability, including \$1,000,000 in worker's compensation, and vehicle insurance with \$100,000 single injury and \$300,000 multiple injury.
- The establishment of regulations by each of the parties involved in the intergovernmental agreement to enforce operator compliance with regulations. A due process procedure, a means of appeal and penalties, which could include suspension or revocation of license, must be included.

There was concern about parking regulations and Mr. Garcia said those regulation will be left up to the individual parties. There was discussion about parking, the number of bicycles it will add to traffic in the area, providing additional parking for bikes and the regulations.

Alderman Miller made a motion to send Resolution No. 2018-06-025R to Council with recommendation for approval. Motion was seconded by Alderman Brown and carried by voice vote.

Presentation and discussion for this item can be found at:

<https://www.city.urbana.il.us/Scripts/CouncilVideo/Video.asp?v=/ Video/City Council /2018/20180611/09. Resolution 2018-06-025R.mp4>

13. **Mayoral Reappointments to Boards and Commissions**

- a. **Bicycle & Pedestrian Advisory Commission** – term ending June 30, 2021
  1. Jeff Marino
  2. Lily Wilcock
- b. **Civil Service Commission** – term ending June 30, 2021
  1. Marion Knight, Jr.
- c. **Human Relations Commission** – term ending June 30, 2021
  1. Lisa Mosley
- d. **MOR Development Review Board** – term ending June 30, 2021
  1. Matt Cho
- e. **Plan Commission** – term ending June 30, 2021
  1. Tyler Fitch, Chair
- f. **Public Arts Commission** – term ending June 30 2021

1. Patricia Sammann, Chair
- g. **Tree Commission** – term ending June 30, 2021
  1. Stewart Berlocher
- h. **Urbana Public Television Commission** – term ending June 30, 2021
  1. Peter Folk, Chair
  2. Marie Polk
- i. **Zoning Board of Appeals** – term ending June 30, 2023
  1. Ashlee McLaughlin

Mayor Marlin presented reappointments to boards and commission to the committee. Motion to send the reappointments to council with recommendation for approval was made by Alderman Brown, seconded by Alderman Miller and carried by voice vote.

Aldерwoman Wu requested a list of vacancies on boards and commissions. Mayor Marlin said she would provide a list of vacancies for committee members.

15. **Adjournment**

With no further business before the committee, Chair Roberts adjourned the meeting at 9:06pm.

Kay Meharry  
Recording Secretary

This meeting was video recorded on cable television, and website link for documents and video is:  
<https://www.urbanainllinois.us/node/7185>

Minutes Approved: June 25, 2018

**STATE OF ILLINOIS***Diane Wolfe Marlin, Mayor***CITY OF URBANA***Charles A. Smyth, City Clerk***URBANA CITY COUNCIL MEETING****Monday, June 18, 2018**

The City Council of the City of Urbana, Illinois, met in regular session Monday, June 18, 2018 at 7 p.m. in the Council Chambers at the Urbana City Building.

**ELECTED OFFICIALS PHYSICALLY PRESENT:** Maryalice Wu, Alderwoman Ward 1; Eric Jakobsson, Alderman Ward 2; Aaron Ammons, Alderman Ward 3; Bill Brown, Alderman Ward 4; Dennis Roberts, Alderman Ward 5; Dean Hazen, Alderman Ward 6; Jared Miller, Alderman Ward 7; Diane Wolfe Marlin, Mayor; Charles A. Smyth, City Clerk

**ELECTED OFFICIALS PRESENT VIA TELECONFERENCE:** None

**ELECTED OFFICIALS ABSENT:** None

**STAFF PRESENT:** Sylvia Morgan, James Eggert, Kevin Garcia; Vincent Gustafson, John Schneider, James Simon, Elizabeth Hannan, Carol Mitten, Dave Smysor

**OTHERS PRESENT:** Elderess Melinda Carr; Karen Carter; Bishop King James Underwood; Rev. Dr. Evelyn B. Underwood; Natalie Wickman, News-Gazette

**A. CALL TO ORDER AND ROLL CALL**

There being a quorum present, Mayor Marlin called the meeting of the Urbana City Council to order at 7:00 p.m.

**B. APPROVAL OF MINUTES OF PREVIOUS MEETING**

City Council Member (CM) Hazen made a motion to approve minutes from June 4, 2018 regular meeting and the public hearing. CM Jakobsson seconded. CM Brown noted corrections to page 5 of the regular meeting minutes to include "in state income tax revenue". Motion carried by voice vote.

**C. ADDITIONS TO THE AGENDA**

There was none.

**D. PUBLIC INPUT**

Karen Carter, Urbana, introduced herself as the assistant director of Angel's Youth Center, a group that teaches social interaction skills to youth and young adults ages 6 to 18. As a 501c3 organization, they would like to receive information on social service funding in the future.

Dave Smysor, 17-year member of the Urbana Police Department and secretary of the police pension fund spoke on behalf of the board stating that they support the new financial policy and favor passage. This will benefit both the pension fund and the city.

Elderess Melinda Carr did not wish to speak, but asked that her concerns about the Dr. Ellis Subdivision sewer problems, equity and historic impact be entered into the record.

Bishop King James Underwood and Rev. Dr. Evelyn B. Underwood did not wish to speak, but asked that their position be entered into the record regarding the Dr. Ellis Subdivision sewer issues.

CM Roberts displayed a 185th birthday card for Urbana to council and attendees. He provided a short history of the founding of Urbana as the county seat on donated property from the Busey's and Webers along Vine Street totaling some 35 acres.

## E. UNFINISHED BUSINESS

1. **Ordinance No. 2018-05-037:** An Ordinance Vacating an Alley (North Alley of Water Street East of Poplar Street)

Mayor Marlin noted that this item was deferred from City Council meeting of June 4, 2018. Chair Brown, on behalf of the Committee, made a motion to approve Ordinance No. 2018-05-037. CM Roberts seconded. With no further discussion, the motion passed by roll call 7-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

2. **Ordinance No. 2018-05-038:** An Ordinance Vacating a Certain Portion of an Alley (South of Green Street between Urbana Avenue and Maple Street) [COW 5/29/18; CC 6/04/18]

This item was also deferred from the City Council meeting of June 4, 2018. Chair Brown, on behalf of the Committee, made a motion to approve Ordinance No. 2018-05-038. CM Miller seconded. CM Wu recused herself for a conflict of interest. With no further discussion, the motion passed by roll call 6-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye.

## F. REPORTS OF STANDING COMMITTEES

1. **Committee Of The Whole** – (*Council Member Dennis Roberts*)

- a. **Ordinance No. 2018-05-033:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding Schedule of Fees Subsection A – “Liquor Licenses” (July 1, 2018 through June 30, 2019)

CM Roberts, on behalf of the Committee, made a motion to approve Ordinance No. 2018-05-033. CM Jakobsson seconded. CM Miller recused himself as an employee of a business with a liquor license in the city. With no further discussion, the motion passed by roll call 6-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Roberts – Aye; Wu – Aye.

- b. **Ordinance No. 2018-05-034:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding Schedule of Fees Subsections B Through P – Fees Excluding Liquor (July 1, 2018 through June 30, 2019)

CM Roberts, on behalf of the Committee, made a motion to approve Ordinance No. 2018-05-034. CM Jakobsson seconded. With no discussion, the motion passed by roll call 7-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

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

CM Roberts, on behalf of the Committee, made a motion to approve Ordinance No. 2018-06-045. CM Jakobsson seconded. With no discussion, the motion passed by roll call 8-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye; Mayor Marlin – Aye.

- d. **Ordinance No. 2018-06-046:** An Ordinance Revising the Annual Budget Ordinance for FY2017/18 (Budget Amendment #9 – FY2018 Estimates)  
CM Roberts, on behalf of the Committee, made a motion to approve Ordinance No. 2018-06-046. CM Ammons seconded. Finance Director Hannan, in response to CM Brown, indicated that infrastructure services was originally coded in the ledger as landscaping services and this is mostly for mowing services.

With no further discussion, the motion passed by roll call 8-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye; Mayor Marlin – Aye.

- e. **Resolution No. 2018-06-023R:** A Resolution Adopting Financial Policies (2018)

CM Roberts, on behalf of the Committee, made a motion to approve Resolution No. 2018-06-024R. CM Wu seconded. With no discussion, the motion passed by roll call 7-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye

- f. **Resolution No. 2018-06-024R:** A Resolution Ascertaining Prevailing Wages (2018–2019)

CM Roberts, on behalf of the Committee, made a motion to approve Resolution No. 2018-06-024R. CM Ammons seconded. With no discussion, the motion passed by roll call 7-0: Ammons – Aye; Brown – Aye; Hazen – Aye; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye

- g. **Resolution No. 2018-06-025R:** A Resolution Approving an Intergovernmental Agreement with the City of Champaign and the Board of Trustees of the University of Illinois for a Bicycle Sharing Program

CM Roberts, on behalf of the Committee, made a motion to approve Resolution No. 2018-06-024R. CM Brown seconded. Planner Kevin Garcia pointed out two minor editorial changes in the Intergovernmental Agreement (duration of licenses and exemptions) and described them for council.

In response to CM Wu, Mr. Garcia noted that private bikeshare programs are

being exempted as they have not been a problem to date, aren't very large, and no large landlords currently have such a program in Urbana. City Attorney Jim Simon noted that in these private programs the bikes are returning to private property for parking while those in the Dockless system are not.

CM Wu made a motion to amend the Intergovernmental Agreement changing the peak hours to 8am – 6pm. Motion was seconded by CM Miller. Questions and discussion followed. Mr. Garcia said we would need to consult with the other agencies and explained the rationale for the proposed peak removal times. CM Wu noted that the 12 hour window is pretty long so the 3 hour is more responsive during daytime hours and the amendment reflects staffing hours. CM Jakobsson noted the paradox here that if you report an issue earlier, there is a longer response period than if you wait until 10am.

Mr. Garcia noted that the form of response is up to the individual companies and that the IGA establishes common rules. Mr. Simon added that the IGA provides that the individual agency can adopt rules but they cannot be more restrictive. Mr. Garcia also noted that the proposed times are based on what other communities are doing where bikes are removed in a timely manner and they are being successful. Mr. Garcia, in response to Mayor Marlin, indicated that the Dockless program is a Champaign pilot and the University has a concession agreement with each party so this should not delay the agreement.

CM Brown asked for clarification of the amendment noting a different upper hour for Friday to which CM Wu indicated that the amendment was for the peak beginning time from 10am to the 8am. The proposed amendment passed by voice vote 6-1.

With no further discussion, the motion passed by roll call 6-1: Ammons – Aye; Brown – Aye; Hazen – No; Jakobsson – Aye; Miller – Aye; Roberts – Aye; Wu – Aye.

2. **Mayoral Reappointments to Boards and Commissions**
  - a. **Bicycle & Pedestrian Advisory Commission** – term ending June 30, 2021
    1. Jeff Marino
    2. Lily Wilcock
  - b. **Civil Service Commission** – term ending June 30, 2021
    1. Marion Knight, Jr.
  - c. **Human Relations Commission** – term ending June 30, 2021
    1. Lisa Mosley
  - d. **MOR Development Review Board** – term ending June 30, 2021
    1. Matt Cho
  - e. **Plan Commission** – term ending June 30, 2021
    1. Tyler Fitch, Chair
  - f. **Public Arts Commission** – term ending June 30 2021

1. Patricia Sammann, Chair
- g. **Tree Commission** – term ending June 30, 2021
  1. Stewart Berlocher
- h. **Urbana Public Television Commission** – term ending June 30, 2021
  1. Peter Folk, Chair
  2. Marie Polk
- i. **Zoning Board of Appeals** – term ending June 30, 2023
  1. Ashlee McLaughlin

CM Roberts, on behalf of the Committee, read the list of reappointments and made a motion to approve them. CM Miller seconded and the motion passed by unanimous voice vote.

## G. REPORTS OF SPECIAL COMMITTEES

CM Roberts provided an update on the Sister Cities program noting that a delegation from the Urbana Presbyterian Church is going to Malawi and connecting with their Domasi congregation. The Sister Cities program is sending books for distribution. They will also be in the Freedom Parade July 4.

## H. REPORTS OF OFFICERS

There were none.

## I. NEW BUSINESS

1. **Resolution No. 2018-06-026R:** A Resolution of Protest against a Proposed Map Amendment to the Champaign County Zoning Map (Rezoning 3310 North Cunningham Avenue from County B-3 and County AG-2 to County B-4 / CCZBA-905-AM-18) – CD

Planner Kevin Garcia introduced Planning Intern Emily Hutchinson, who summarized the staff memo. This case is a request for 3310 N. Cunningham for an Internet Service Company. As the property is in the extra jurisdictional area of the city, future annexation implications need to be considered. Ms. Hutchinson highlighted items from the county memo noting that this is proposed as County B4, consistent with the city's comprehensive plan and the general trend of parcels on Cunningham Ave. The staff recommendation is to defeat a resolution of protest. CM Roberts spoke favorably of the use of this location. CM Wu moved the resolution of protest, seconded by CM Hazen. The motion was defeated by roll call 0-7: Ammons – No; Brown – No; Hazen – No; Jakobsson – No; Miller – No; Roberts – No; Wu – No.

2. **Mayoral Reappointments to Boards and Commissions**
  - a. **Historic Preservation Commission** – term ending June 30, 2021
    1. Kim Smith
  - b. **Human Relations Commission** – term ending June 30, 2021
    1. Carol Bradford
  - c. **Market at the Square Advisory Board** – term ending June 30, 2021
    1. Stan Schutte

- d. **Public Arts Commission** – term ending June 30 2021
  1. Sara Jones
- e. **Urbana Public Television Commission** – term ending June 30, 2021
  1. Carol Inskeep

Mayor Marlin read her list of reappointments to boards and commissions. A motion to approve the appointments was made by CM Ammon and seconded by CM Miller. Motion passed by unanimous voice vote.

## J. **ADJOURNMENT**

There being no further business to come before the City Council, Mayor Marlin declared the meeting adjourned at 7:46 p.m.

Charles A. Smyth  
City Clerk

This meeting was video recorded with website link (viewable on demand):  
<https://www.urbanaininois.us/node/7186>

This meeting was broadcast on cable television (UPTV) and streamed live:  
<http://urbanaininois.us/upty>

**Minutes Approved:** July 9, 2018



## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 15, 2026 Committee of the Whole  
**Subject:** Ordinances Approving the FY2027 Annual Budget and Revising the FY2026 Annual Budget

### Summary

Staff recommends that Council forward the Ordinances adopting the FY2027 budget and amending the FY2026 budget at the June 22, 2026 City Council meeting. The budget amendment requires six of eight affirmative votes, including the Mayor, in order to pass.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

The budget lays out the plan for how the City will serve its residents in the coming year. These recommendations are described in more detail in the [FY2027 Proposed Budget](#).

#### *Strategic Goals & Plans*

This budget reflects the Mayor/Council Strategic Goals for 2024-2027, which target the following Strategic Areas:

- Public Safety and Well-Being
- Housing
- Infrastructure
- Economic Recovery/Development

More details are available in the Mayor's budget message, which is included in the [FY2027 Proposed Budget](#).

#### *Previous Council Actions*

The City Council approved [FY2026 Annual Budget](#) on June 25, 2025.

### Discussion

#### *Additional Background Information*

FY2027 Annual Budget: The Ordinance approving the Annual Budget includes a detailed listing of changes from the proposed budget provided to the City Council. Changes include:

General Operating Fund (100):

- State Income Tax / Local Government Distributive Fund (LGDF): During the Spring legislative session, the Illinois General Assembly did not adopt the Governor's proposed reduction to the LGDF. Because the City's FY2027 budget was prepared assuming that reduction would take effect, the City will now receive approximately \$218,560 more in state income tax revenue than budgeted.
- Legal Staffing: The City anticipates hiring an Assistant City Attorney in FY2027; however, recruitment will not be completed at the start of the fiscal year. In the interim, the City will continue to engage outside counsel. A budget amendment will be required to transfer approximately \$65,000 from the salary line to the professional services line to cover outside counsel costs during that period.
- IDNR Grant: In Community Development \$8,400 in unspent Illinois Department of Natural Resources historic preservation grant funds will be carried forward and rebudgeted in FY2027.
- Purchase of Used Ladder Truck: The Fire Department will carry forward \$25,000 in savings from the FY2026 budget to be used for purchase of a used ladder truck in FY2027. The Fire Department currently operates without a reserve ladder. When the frontline unit is out of service for maintenance, repairs, or inspections, the department loses critical aerial firefighting and rescue capabilities for nearly 900 three-story or taller buildings within the city. The purchase of a used ladder truck would provide a short-term readiness solution until replacement ladder truck is delivered in 2031 and would support the department's long-term, sustainable fleet replacement plan currently in progress.

Capital Improvement Fund (200):

- Bridge Maintenance Project (40401): The project budget has been updated from \$50,000 to \$0 to reflect the current Capital Improvement Plan.

Recycling Fund (301):

- In the Recycling Fund, the budget for recycling collection would be increased by \$56,000. This is funded by reducing the budget for recycling carts by \$28,000 and drawing the remainder from fund balance. The change is necessary because of the annual contractual price increase and a potential adjustment related to escalation of fuel prices resulting from the conflict in the Persian Gulf. Staff anticipates a contract amendment will be necessary to avoid a situation where the hauler would choose to end the contract, leaving residents without recycling collection services.

If additional revisions are required before the budget is approved, staff will provide a revised exhibit.

FY2026 Annual Budget Amendment: This Ordinance amends the FY2026 budget to conform to estimates provided in the proposed budget, with changes detailed on the attachment. One change that reflects a timing difference related to the historic preservation grant is discussed above under FY2027

Annual Budget. A reduction in the uniforms line item in Fire Operations would allow for \$25,000 to be allocated for purchase of a used ladder truck, as described under FY2027 Annual Budget above.

*Policy or Statutory Impacts*

This budget complies with the City's financial policies by maintaining a General Fund balance of at least 25% of recurring expenditures and limiting recurring expenditures to no more than 98.5% of recurring revenues.

*Fiscal and Budget Impact*

In the General Operating Fund, the total estimated FY2027 ending fund balance would be \$18,412,342, of which \$18,130,386 is reserved to meet (1) the 25% policy requirement (\$12,617,386) and designated reserves related to (2) potential loss of federal funds (\$4,600,000), (3) future expenditures for the community engagement team pilot program (\$873,000), and (4) second and third years of ten additional hours per week in Finance customer service (\$40,000). This leaves \$281,956 available to be allocated, of which, \$218,000 would be available for recurring expenditures.

Staff suggests the available recurring funds of \$218,000 from additional income tax distributions be reserved pending decisions about implementing recommendations of the Alternative Response Task Force (ARTF). Together with \$307,000 in recurring funds included in the budget, that would make a total of \$525,000 in recurring funds available to fund those recommendations. About \$63,000 would remain that could be allocated to one-time expenditures.

*Recommendation*

Forward the Ordinances adopting the FY2027 budget and amending the FY2026 budget approval at the June 22, 2025 City Council meeting.

*Next Steps*

If the proposed adjustments mentioned above are approved, the revisions included in the exhibits will be made to the FY2027 Annual Budget and the FY2026 Annual Budget.

**Attachments**

1. An Ordinance Adopting the FY2027 Annual Budget
2. An Ordinance Revising the FY2026 Annual Budget

Originated by: Don Ho, Senior Financial Analyst / Budget Coordinator

Reviewed: Elizabeth Hannan, HR & Finance Director

Approved: Darius White, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING THE FISCAL YEAR 2026-2027 ANNUAL BUDGET**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its governmental business and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted by the Illinois Constitution of 1970; and

**WHEREAS**, the Finance Director acting as Budget Director pursuant to Urbana City Code Sections 2-129 and 2-130 has compiled a proposed annual budget ordinance for the fiscal year beginning July 1, 2026 and ending June 30, 2027, in accordance with 65 ILCS 5/8-2-9.1 through and including 65 ILCS 5/8-2-9.9 and Urbana City Code Chapter 2, Article VI, Division 2; and

**WHEREAS**, the Mayor has made the proposed annual budget ordinance conveniently available for public inspection by publication in pamphlet form and by posting it on the City’s website at least 14 days prior to a public hearing on such ordinance; and

**WHEREAS**, the City Council held a public hearing on the proposed annual budget ordinance at 7:00 p.m., June 15, 2026 after due and proper notice of the availability for inspection of such ordinance and notice of such public hearing having been given by publication in *The News-Gazette*, a newspaper having general circulation within the City of Urbana, which date was at least 14 days prior to the time of the public hearing; and

**WHEREAS**, the City Council and the Mayor, being the corporate authorities, find that it is in the best interests of the City to approve the proposed annual budget ordinance as heretofore further changed, modified, and amended.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS, as follows:**

**Section 1.**

The City of Urbana Fiscal Year 2026-2027 Annual Budget, a true and correct copy of which is attached hereto and made a part hereof as if set forth herein, be and the same is hereby passed, approved, and adopted as the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2026 and ending June 30, 2027, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

**Section 2.**

The Finance Director acting as the Budget Director is hereby authorized to amend the Fiscal Year 2026-2027 Annual Budget to increase expenditures by the amount of encumbrances outstanding as of June 30, 2026.

**Section 3.**

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the corporate authorities (5 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this\_\_ day of\_\_\_\_\_, 20\_.

AYES: \_\_\_\_\_

NAYS:\_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Darcy Sandefur, City Clerk

**APPROVED BY THE MAYOR** this\_\_ day of\_\_\_\_\_, 20\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

## FY2027 Budget Ordinance Exhibit

General Ledger Code	Project Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Notes	Page Reference
<b>GENERAL OPERATING FUND (100)</b>							
100-40301		STATE INCOME TAX	7,407,725	7,626,285	218,560	state income tax revenue update	52
		<b>TOTAL REVENUE</b>	<b><u>51,451,556</u></b>	<b><u>51,670,116</u></b>	<b><u>218,560</u></b>		
10010103-50110		LEGAL: SALARY - REGULAR EMPLOYEES	481,860	416,860	(65,000)	vacant assistant City Attorney position (1x)	62
10010103-52101		LEGAL: LEGAL SERVICES	35,000	100,000	65,000	outside counsel for legal division (1x)	62
10030300-59300		FIRE OPS: TFR TO VERF	411,991	436,991	25,000	used ladder truck purchase (1x)	87
10050510-50120		ECONOMIC DEV: SALARY - TEMPORARY EMPLOYEES	8,864	16,668	7,804	rebudget - IDNR grant (1x)	113
10050510-50220		ECONOMIC DEV: FICA AND MEDICARE	29,236	29,832	596	rebudget - IDNR grant (1x)	113
		<b>TOTAL EXPENDITURES</b>	<b><u>56,638,833</u></b>	<b><u>56,672,233</u></b>	<b><u>33,400</u></b>		
		<b>ENDING FUND BALANCE</b>	<b><u>18,191,206</u></b>	<b><u>18,412,342</u></b>	<b><u>221,136</u></b>	difference includes \$35,976 from amendment	
<b>CAPITAL IMPROVEMENT FUND (200)</b>							
20040470-52204-40401		INFRASTRUCTURE MAINT - BRIDGE MAINTENANCE	50,000	-	(50,000)	CIP correction	125
		<b>TOTAL EXPENDITURES</b>	<b><u>2,983,582</u></b>	<b><u>2,933,582</u></b>	<b><u>(50,000)</u></b>		
		<b>ENDING FUND BALANCE</b>	<b><u>474,923</u></b>	<b><u>524,923</u></b>	<b><u>50,000</u></b>		
<b>HOME RECYCLING FUND (302)</b>							
30240452-52104		DISPOSAL & RECLYING SERVICES	1,093,339	1,149,339	56,000	increase recycling services budget	148
30240452-52999		OTHER CONTRACTUAL SERVICES	33,606	5,606	(28,000)	reduce budget for recycling carts	148
		<b>TOTAL EXPENDITURES</b>	<b><u>1,506,999</u></b>	<b><u>1,534,999</u></b>	<b><u>28,000</u></b>		
		<b>ENDING FUND BALANCE</b>	<b><u>35,785</u></b>	<b><u>7,785</u></b>	<b><u>(28,000)</u></b>		
<b>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND</b>							
300-49100		TFR FROM GENERAL FUND	1,925,794	1,950,794	25,000	used ladder truck purchase	141
		<b>TOTAL REVENUE</b>	<b><u>2,401,346</u></b>	<b><u>2,426,346</u></b>	<b><u>25,000</u></b>		
30060600-53410		MACHINERY	4,275,813	4,300,813	25,000	used ladder truck purchase	142
		<b>TOTAL EXPENDITURES</b>	<b><u>4,747,516</u></b>	<b><u>4,772,516</u></b>	<b><u>25,000</u></b>		
		<b>ENDING FUND BALANCE</b>	<b><u>7,444,961</u></b>	<b><u>7,444,961</u></b>	<b><u>-</u></b>		

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #10 – Fiscal Year 2025-2026 Estimates)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its governmental business and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted by the Illinois Constitution of 1970; and

**WHEREAS**, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2025 and ending June 30, 2026; and

**WHEREAS**, the said corporate authorities find that revising the annual budget ordinance by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs; and

**WHEREAS**, funds are available to effectuate the purpose of such revision; and

**WHEREAS**, the Budget Director may not make such revision under the authority so delegated to the Budget Director pursuant to 65 ILCS 5/8-2-9.6 or Urbana City Code Section 2-133.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS, as follows:**

**Section 1.**

The annual budget ordinance shall be and the same is hereby revised as set forth in the column labeled “FY26 Estimate” in the proposed Fiscal Year 2026-27 budget document, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

**Section 2.**

This Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this\_\_ Day of\_\_\_\_\_, 20\_\_

.AYES: \_\_\_\_\_

NAYS:\_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Darcy Sandefur, City Clerk

**APPROVED BY THE MAYOR** this\_\_ Day of\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
DeShawn B. Williams, Mayor

Budget Amendment 2025/26 - #10 - Exhibit

General Ledger Code	Project String	Description	Original Estimate	Updated Estimate	Difference	Notes	Page Reference
<b>General Operating Fund (100)</b>							
10030300-50160		FIRE OPS: SEPARATION PAY	36,285	33,709	(2,576)	technical correction	87
10030300-51600		FIRE OPS: UNIFORMS	276,700	251,700	(25,000)	used ladder truck purchase	87
10050510-50120		ECONOMIC DEV: SALARY - TEMP EMPLOYEE	16,690	8,886	(7,804)	rebudget - IDNR grant	113
10050510-50220		ECONOMIC DEV: FICA AND MEDICARE	33,431	32,835	(596)	rebudget - IDNR grant	113
<b>TOTAL REVENUE</b>			<u>54,092,328</u>	<u>54,056,352</u>	<u>(35,976)</u>		
<b>ENDING FUND BALANCE</b>			<u>23,378,483</u>	<u>23,414,459</u>	<u>35,976</u>		

Ordinance No. 2024-12-042

**AN ORDINANCE ESTABLISHING APPROVAL, POLICY, AND REPORTING  
REQUIREMENTS FOR SURVEILLANCE TECHNOLOGY**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, the City of Urbana reaffirmed its commitment as a sanctuary city in Resolution No. 2016-12-070R, stating that “the City Council and the Mayor will join with councils and mayors from other communities around the country to stand with our immigrant residents and defend policies that welcome and protect immigrants...” and that “no city employee or official or department or agency of the City of Urbana shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or the investigation is required by a court order...”; and

**WHEREAS**, the City of Urbana adopted the Ten Shared Principles on June 22, 2020 in Resolution No. 2020-06-031R which states “We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status;” provides support to “build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles” and advocates for “the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality”; and

**WHEREAS**, it is the Urbana City Council (“Council” or “City Council”) and City's responsibility to legislate matters of public safety and accountability to the public, and any use or expense of surveillance technology require due public process and approval from City Council; and

**WHEREAS**, the Urbana City Council finds that no decision relating to surveillance technology should be made without collaborative community input and consideration of the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by Article I of the Illinois Constitution and the First, Fourth, and Fourteenth Amendments to the United States Constitution; and

**WHEREAS**, the use of surveillance technologies are known to have had a significant, detrimental impact on civil rights and civil liberties, namely the invasion of an individual's privacy and infringing on their right to be left alone, including those guaranteed by the First, Fourth and Fourteenth Amendments to the United States Constitution, and thus it is incumbent on the police seeking to fund, acquire, or use a surveillance technology to expressly identify the potential adverse impacts the technology may have on civil rights and civil liberties and what specific measures it will undertake to prevent such adverse impacts; and

**WHEREAS**, surveillance technologies can create oppressive, stigmatizing environments when used indiscriminately, continuously, or pervasively, especially for communities that have historically been disproportionately targeted by their use, such as communities of color, low-income communities, and politically active communities; and

**WHEREAS**, the urgency to publicly process the acquisition of surveillance technologies is necessitated by new concerns whether surveillance technologies will be used to apprehend people from out-of-state seeking abortions and other reproductive healthcare in Illinois; people without legal immigration status who seek asylum and would be sought for deportation; peaceful individuals or organizations exercising their rights, including expressing grievances against the government; and people whose race, national origin, ethnic identity, gender identity, sexual orientation, or other protected demographics place them under potential for additional surveillance; and

**WHEREAS**, the need for a public process to acquire surveillance technologies is further required because of the likelihood that federal law enforcement agencies will access any data stored by surveillance technologies; and

**WHEREAS**, as of the passing of this ordinance, there is no current city policy on the use and acquisition of police surveillance technology, and it is therefore necessary to clarify the Council's position on the required processes of public accountability;

**NOW THEREFORE BE IT ORDAINED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1. Purpose:**

The purpose of this ordinance is to provide transparency, oversight, and accountability regarding the acquisition and use of surveillance technology and the data it collects by the City of Urbana police department, and to protect privacy, civil rights, and racial and immigrant justice.

## Section 2. Approval Process for Surveillance Technology Acquisition or Use

(a) When the Police Department seeks to acquire or use new surveillance technology or change an existing Use Policy, it shall, prior to such acquisition or use obtain approval by majority vote of the Urbana City Council prior to purchasing, acquiring, or using any new surveillance technology (as defined in Attachment A of this Ordinance), which includes adding data from a new source or new analytic tools in a manner which changes the functionality of the existing data collected by the surveillance technology.

(b) At least thirty (30) days prior to seeking approval of a surveillance technology, the City shall submit to the City Council and make publicly available a written and unredacted surveillance technology “Use Report,” along with a draft of the proposed surveillance technology “Use Policy” (as defined in Attachment A of this Ordinance). During this time, the public will have the opportunity to provide input to the City Council.

(c) Once approved or denied by the City Council, surveillance technology may be reconsidered under the following circumstances and procedures:

(1) Twelve (12) months or more after its most recent vote to approve or reconsider the technology;

(2) At any time, due to a demonstrable material change in circumstances that may affect the City Council’s intent in previously approving or denying the use of a particular technology, including but not limited to the following:

a. evidence showing that the approved use of a technology has led to an outcome indicating a discriminatory impact or some other infringement of individual rights;

b. a change in the law that changes or materially impacts the previously approved or denied use of such technology;

c. the revelation of a previously unknown capability, functionality, or application of the approved technology that is inconsistent with the City Council’s previous intent in approving or denying the technology; or

(3) A request to reconsider a previously approved or denied surveillance technology may be placed on a Committee of the Whole agenda by the Mayor or by council members consistent with City Council rules in effect at the time of the request.

(4) Once a request for reconsideration is placed on a Committee of the Whole agenda, the City Council must then vote on whether to proceed with formal reconsideration of the technology.

(5) Approval of reconsideration under paragraph (c)(1) of this section shall be by a simple council majority. Approval of reconsideration under paragraph (c)(2) of this section shall be by a 2/3 vote of the corporate authorities.

(6) If a request for reconsideration is approved by the City Council, the party requesting reconsideration will present to the City Council the material basis for the reconsideration, if applicable, and any proposed Council action, at a future Committee of the Whole meeting.

### **Section 3. Standard for Approval of Surveillance Technology**

a) When evaluating a request for the use of surveillance technology, the City Council may consider a range of factors, including but not limited to:

- i) The potential public safety benefits and effectiveness of the technology.
- ii) The economic, social, and community costs associated with its implementation and use.
- iii) Any potential impacts on civil liberties and civil rights, including privacy concerns.
- iv) The possibility of disparate impacts on specific communities or groups.
- v) Safeguards or oversight mechanisms that could mitigate risks or unintended consequences.
- vi) Alternative methods or technologies that could achieve similar outcomes with fewer negative effects.

### **Section 4. Reporting and Approval of Existing Surveillance Technologies**

(a) For all existing or hereinafter approved surveillance technology in use, a “Surveillance Technology Annual Report” will be publicly available and presented to City Council each year, which includes a current copy of the “Use Policy” for each technology and other information included in the definitions in Attachment A.

(b) For all surveillance technology referenced here that are already in use at the time this Ordinance is approved:

- (i) The City shall present to City Council a “Use Report” and “Use Policy” for each technology in use, within one hundred twenty (120) days of the passing of this Ordinance, unless otherwise extended with approval by majority vote from City Council. No more than two (2) extensions shall be granted for any individual technology or database in use.

(ii) The existing surveillance technologies shall require a formal approval process (as outlined in Section 2 and 3 of this Ordinance) as soon as the information on each technology is made available.

(iii) If the Council has not approved the continuing use of the surveillance technology, including the Use Report and the Use Policy, within one hundred eighty (180) days of its submission to the Council, unless otherwise extended, the City Department shall cease its use of the surveillance technology and the sharing of surveillance data therefrom until such time as Council approval by majority vote is obtained in accordance with this Ordinance.

(iv) During the period that continued use is not yet approved, the technology or database contract shall not be renewed or extended even if the result would be the termination of availability of the use before one hundred eighty (180) days.

### **Section 5. Contractual Agreements Involving Surveillance Technology**

(a) Except where otherwise allowed under this Ordinance all contracts or agreements for the acquisition or use of surveillance technology, regardless of duration or cost, shall require formal approval by a majority vote of the City Council prior to execution.

(b) Prior to approval, City Departments, through the Mayor's Office, shall provide all members of City Council with a complete copy of any and all contract(s) or other agreement(s) for the purchase, acquisition, or use of any new surveillance technology. Consistent with its obligations under the Illinois Freedom of Information Act (FOIA) and current practice, the City shall not enter into a nondisclosure agreement or contractual confidentiality provision with any surveillance technology vendor or third party provider that limits or purports to limit the disclosure of records or information subject to FOIA..

(c) The City shall not enter into any contract or other agreement that facilitates the sharing of surveillance data in the City's possession with any non-governmental entity or third party in exchange for money or other consideration, whether or not such surveillance data was generated by or is owned by the City. Any such contracts or agreements signed prior to the enactment of this ordinance that are inconsistent with this section shall be terminated as soon as is permissible under the terms of the agreement.

## Section 6. Disaster Circumstances

(a) Notwithstanding the provisions of this ordinance, the Urbana Police Department may temporarily acquire or temporarily use surveillance technology in disaster circumstances for a period not to exceed thirty (30) days, with approval from the Mayor or their designee, without following the provisions of approval stated in this ordinance before that acquisition or use. No more than two (2) consecutive periods of disaster circumstantial use shall be granted for any individual technology or database.

(b) If the Urbana Police Department acquires or uses surveillance technology in disaster circumstances under this section, the Department must:

(i) Report that acquisition or use to the City Council in writing within thirty (30) days following the end of those disaster circumstances and the use of the surveillance technology.

(ii) Submit a Use Report and, if necessary, a technology-specific Use Policy to the City Council regarding that Surveillance Technology within thirty (30) days following the end of those disaster circumstances.

(iii) Include that surveillance technology in the next Surveillance Technology Annual Report to the City Council following the end of those disaster circumstances.

(iv) If the City Department is unable to meet the 30-day timeline to submit a surveillance technology Use Report and, if necessary, a technology-specific Use Policy to the City Council, the City Department must notify the City Council in writing requesting to extend this period. The City Council may grant extensions in 30-day increments beyond the original 30-day timeline to submit a surveillance technology Use Report, and, if necessary, a technology-specific Use Policy.

(v) Any surveillance technology Use Report, and, if necessary, any technology-specific Use Policy submitted to the City Council under this subsection shall be made publicly available on the City's website upon submission to the City Council.

(vi) Any Surveillance Technology Use Report and, if necessary, technology-specific Use Policy submitted to the City Council under this section may be redacted to the extent required to comply with an order by a court of competent jurisdiction, or to exclude information that, in the reasonable discretion of the Urbana Police Department or other City Department, would, if disclosed, materially jeopardize an

ongoing investigation or otherwise represent a significant risk to public safety and security; provided, however, that any information redacted pursuant to this paragraph will be released in the next Surveillance Technology Annual Report following the point at which the reason for such redaction no longer exists.

(c) Departments using approved surveillance technologies or other technologies with unutilized and unapproved surveillance capabilities may apply a technical patch or upgrade that is necessary to maintain essential operations or to mitigate cyber security threats to the City. The department shall not use any unapproved new surveillance capabilities of the technology until the requirements of this ordinance are met or unless the Mayor or the Mayor's designee determines that the use is unavoidable; in that case, the Mayor shall request City Council approval as soon as possible. The request shall include a report to the City Council of how the altered surveillance capabilities were used since the time of the upgrade.

## **Section 7. Destruction of Improperly Collected Data**

### **(a) Prohibition on Use or Disclosure**

Any data collected through the use of surveillance technology in violation of this ordinance, and any data or information derived from such data, shall not:

1. Be knowingly used or introduced as evidence by any City department, agency, employee, or official in any criminal, civil, or administrative proceeding against any member of the public, except in a proceeding alleging a violation of this ordinance; or
2. Be knowingly disclosed or provided by any City department, agency, employee, or official to any other person or entity for the purpose of investigation, enforcement, or evidentiary use.

### **(b) Preservation Pending Review**

Upon discovery that data may have been created or collected in violation of this ordinance, the City department possessing the data shall:

1. Segregate and preserve the data pending review; and
2. Promptly notify the appropriate prosecuting authority if the data relates to a known or reasonably foreseeable criminal investigation or prosecution.

### **(c) Review for Evidentiary and Discovery Obligations**

Before any deletion or destruction of data subject to this section:

1. The appropriate prosecuting authority shall be given a reasonable opportunity to determine whether the data must be preserved to comply with constitutional, statutory, or court-imposed disclosure obligations, including obligations recognized under *Brady v. Maryland* and applicable Illinois discovery rules.

2. If the prosecuting authority determines that the data may be material to the defense in a criminal case, a copy of the potentially material data shall be disclosed to the defendant in accordance with applicable law before any deletion or destruction.

(d) Deletion and Destruction

After completion of the review described above, and once the City determines that retention is not required by law, court order, evidentiary obligations, or pending litigation, the data and any derivatives shall be permanently deleted or destroyed as soon as possible under applicable records retention requirements.

(e) Documentation

The City department or agency responsible for the surveillance technology shall document:

1. The determination that the data was collected in violation of this ordinance;
2. Any review conducted under subsection (c); and
3. The date and method of deletion or destruction.

Such documentation shall be retained in accordance with applicable records retention laws.

## **Section 8. Surveillance Technology Reporting Oversight and Policy Review**

- (a) The Civilian Police Review Board (CPRB) shall review each Surveillance Technology Annual Report, Use Report, and Use Policy of surveillance technology or database subject to this ordinance, with a final vote on the recommendation by CBRP before moving to the Urbana City Council Committee of the Whole. If the CPRB is not able to review the reports and policies in a reasonable time-frame due to logistical factors, the City Department will present the reason for lack of CPRB review to council.
- (b) The CPRB and the Human Rights Commission (HRC) may hear complaints within their existing authority under the City Code that involve the use of surveillance technology or databases.
- (c) Upon request by the CPRB or HRC, City Departments shall provide records relevant to a complaint properly before that body that involves the use of surveillance technology or databases.
- (d) The City Council and CPRB, in its review of Surveillance Technology Annual Reports and Use Reports, may request and shall be entitled to receive and review records related to the use of such technology by City Departments.

**Section 9. Incorporation of State Law; Conflict**

The Protecting Household Privacy Act, 5 Illinois Compiled States 855/1 set seq., the Freedom from Drone Surveillance Act, 725 Illinois Compiled Statutes 167/1 et seq., and the Freedom from Location Surveillance Act, 725 Illinois Compiled Statutes 168/1 et seq., are incorporated herein by reference as part of this article. In the case of a conflict between a provision of state law and a provision of this article, the more stringent provision shall control.

**Section 10. Definitions**

The list of relevant definitions is included in Attachment A as part of this Ordinance.

[The final version will be formatted for city code]

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2026.

Diane Wolfe Marlin, Mayor



**ATTACHMENT A**  
(Ordinance No. 2024-12-042)

**Definitions:**

1) *Disaster Circumstances* mean occurrences that are determined by the Mayor or their designee to meet the definition of a “disaster” under the Illinois Emergency Management Agency Act (220 ILCS 3305/1 et seq), meaning “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.” The use of surveillance technology in disaster circumstances shall not infringe upon an individual’s right to peacefully protest or exercise other lawful and protected constitutional rights.

2) *Surveillance* means the act of observing or analyzing the movements, behavior, or actions of identifiable individuals.

4) *Surveillance Technology* means any device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, associational, or similar information specifically associated with, or capable of being associated with, any identifiable individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance monitoring device, hardware, or software.

a) Examples of Surveillance Technology include, but are not limited to:

1. International mobile subscriber identity (IMSI) catchers and other cell-site simulators;
2. Automatic license plate readers;
3. Closed-circuit television cameras except as otherwise provided herein;
4. Biometric Surveillance Technology, including facial, voice, iris, and gait-recognition software and databases;
5. Gunshot detection and location hardware and services;
6. GPS tracking systems that monitor an individual’s location without authorization;
7. X-ray vans;
8. Video and audio monitoring and/or recording technology that can be remotely accessed, including privately owned devices such as doorbell or private security cameras;

9. Surveillance enabled or capable light bulbs or light fixtures;
10. Tools, including software and hardware, used to gain unauthorized access to a mobile device, computer, computer service, or computer network;
11. Social media monitoring software;
12. Through-the-wall radar or similar imaging technology;
13. Passive scanners of radio networks;
14. Long-range Bluetooth and other wireless-scanning devices;
15. Thermal imaging or “forward-looking infrared” devices or cameras;
16. Electronic database systems containing or analyzing surveillance data about identifiable individuals;
17. Radio-frequency identification (RFID) scanners; and
18. Use of aerial drones by or on behalf of the City within City limits, in addition to compliance with the Illinois Freedom from Drone Surveillance Act
19. Software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software.

b) Surveillance Technology does not include the following devices, software, or hardware, which are exempt from the requirements of this ordinance, unless the devices, hardware, or software are modified to include additional surveillance capabilities:

1. Routine office hardware, such as televisions, computers, and printers, that are in widespread public use and will not be used for any surveillance or surveillance- related functions;
2. Parking ticket devices (PTDs) and related databases;
3. Manually-operated, non-wearable, handheld digital cameras, audio recorders, and video recorders that are not designed to be used surreptitiously and whose functionality is used for manually capturing and manually downloading video and/or audio recordings;
4. Cameras installed in or on a police vehicle;
5. Body-worn cameras as required by the Illinois Law Enforcement-Worn Body Camera Act, 50 ILCS 706/10-1 *et seq.*, as amended;
6. Cameras installed pursuant to state law authorization in or on any vehicle or along a public right-of-way solely to record traffic violations or traffic patterns, provided that the Surveillance Data gathered is used only for that purpose;
7. Surveillance devices that cannot record or transmit audio or video or be remotely accessed, such as image stabilizing binoculars or night vision goggles;
8. City databases that do not and will not contain any Surveillance Data or other information collected, captured, recorded, retained, processed, intercepted, or analyzed by Surveillance Technology;

9. Manually-operated technological devices that are used primarily for internal City communications and are not designed to surreptitiously collect Surveillance Data, such as radios and email systems;
10. Card readers and key fobs used by City employees and other authorized persons for access to City-owned or controlled buildings and property;
11. Cameras installed on City property solely for security purposes, including closed-circuit television cameras installed by the City to monitor entryways and outdoor areas of City-owned or controlled buildings and property for the purpose of controlling access, maintaining the safety of City employees and visitors to City buildings, and protecting City property;
12. Security cameras including closed-circuit television cameras installed by the City to monitor cashiers' windows and other cash-handling operations on City property and to maintain the safety of City employees and visitors to such areas;
13. Technology that monitors only City employees in response to complaints of wrongdoing or in order to prevent waste, fraud, or abuse of City resources.
14. Personal communication devices that have not been modified beyond stock manufacturer capabilities in a manner described above, provided that any bundled Face Recognition Technology is only used for the sole purpose of user authentication in the regular course of conducting City business.

(c) "Use Report" shall mean a publicly released, legally enforceable written report that includes, at a minimum, the following:

- (i) Information describing the surveillance technology and how it works.
- (ii) Information on the proposed purpose(s) of the surveillance technology.
- (iii) If the surveillance technology will not be uniformly deployed throughout the city, what factors will be used to determine where the technology will be deployed or targeted, and the location(s) where it may be deployed and crime statistics for such location(s).
- (iv) The fiscal impact of the surveillance technology, including initial purchase and other known ongoing costs, including impact on personnel time, along with any current or potential sources of funding.
- (v) An assessment of whether use of the surveillance technology will have an unwarranted disparate impact on protected classes and demographics, as defined in the Illinois Civil Rights Act of 2003, the Urbana Human Rights Ordinance, and other relevant laws and policies.

(vi) An assessment identifying any potential adverse impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, and what specific, affirmative measures will be implemented to safeguard the public from the potential adverse impacts.

(vii) Whether use or maintenance of the surveillance technology will require data gathered by the technology to be handled or stored by a third-party vendor on an ongoing basis.

(d) “Use Policy” shall mean a publicly released, legally enforceable written policy governing the use of the surveillance technology that, at a minimum, includes and addresses the following:

(i) Purpose: What specific purpose(s) the surveillance technology is intended to advance.

(ii) Description of the authorization for use of the surveillance technology: specifically, what legal and procedural rules will govern each authorized use; what potential uses of the surveillance technology will be expressly prohibited such as the warrantless surveillance of public events and gatherings; and how and under what circumstances will surveillance data that was collected, captured, recorded, or intercepted by the police technology be analyzed and reviewed.

(iii) Description of data collection, protection, and retention: specifically, what types of surveillance data will be collected, captured, recorded, intercepted, or retained by the police technology; what safeguards will be used to protect surveillance data from unauthorized access; for what maximum limited time period the surveillance data will be retained; and by what process the surveillance data will be regularly deleted after the retention period.

(iv) Description of data sharing: specifically, which governmental agencies, departments, bureaus, divisions, or units will be approved for data sharing; how such sharing is necessary for the stated purpose and use of the surveillance technology; and what mechanisms will ensure any entity sharing access to the surveillance technology or surveillance data complies with the applicable surveillance use requirements within the Urbana “Use Policy” and does not further disclose the surveillance data to unauthorized persons and entities.

(v) Training: The training required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology.

(vi) Auditing and Oversight: The mechanisms to ensure that the surveillance use policy is followed, including internal personnel assigned to ensure compliance with the surveillance use policy, internal record keeping of the use of the technology or access to information collected by the technology, technical measures to monitor for misuse, any independent person or entity with oversight authority.

(e) “Surveillance Technology Annual Report” shall mean a written report covering each surveillance technology in use over the past year that is publicly released at least once per year and shall, at a minimum, include the following:

- (i) A summary of how each surveillance technology was used, including locations and neighborhoods where technology or equipment was deployed, and information that may assist the City Council to assess whether the surveillance technology has been effective at achieving its identified purposes.
- (ii) Total annual costs for each surveillance technology and database, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (iii) How often and what type of collected surveillance data was shared with and received from any external persons or entities; under what legal standard(s) the information was disclosed; and the justification for the disclosure(s).
- (iv) A summary of complaints or concerns that were received about each surveillance technology.
- (v) The results of any internal audits, any information about violations of the Use Policy, and any actions taken in response to complaints or concerns.
- (vi) Justification for the continued use of each surveillance technology.