

# CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

FISCAL YEAR 2011 - 2012



CITY OF URBANA  
400 S. VINE ST.  
URBANA, IL 61801

Completed by:  
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10 January 2014

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# CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

FY July 2011—June 2012

## Historic Preservation Commission City of Urbana, IL

During FY July 2011-June 2012, the Historic Preservation Commission met on seven occasions. The following report comprises an overview of the cases and other activities of the Historic Preservation Commission during FY 2011-2012.

The members of the Historic Preservation Commission included Alice Novak (Chair), Scott Dossett, Trent Shepard, Kim Smith, Joan Stolz, Mary Stuart, and Dave Seyler.

Staff support to the Historic Preservation Commission was provided by Community Development Services Director, Elizabeth H. Tyler; Planning Manager, Robert Myers; Planner II, Rebecca Bird; and Community Development Secretary, Sukiya Robinson.

### 1) CASES REVIEWED: Certificates of Appropriateness & Economic Hardship

Four Certificate of Appropriateness (COA) applications were reviewed.

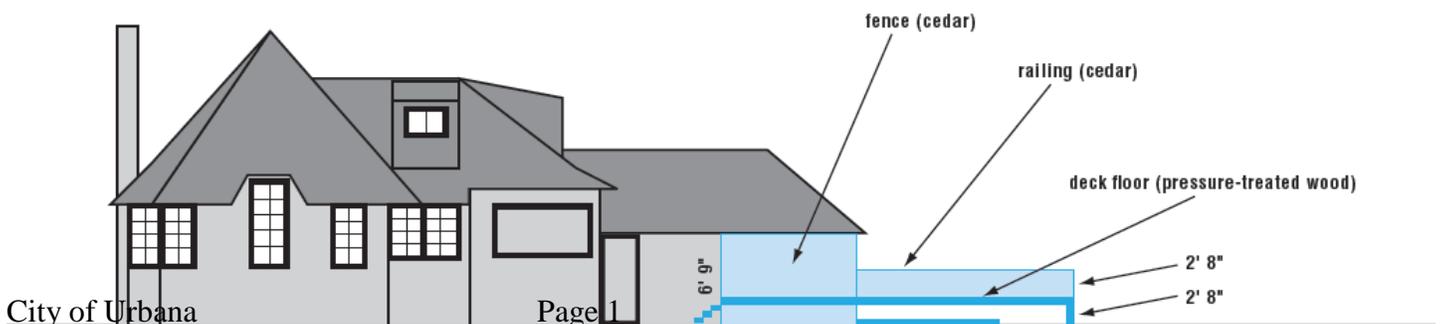
#### Case # HP-2011-COA-03 Certificate of Appropriateness for Back Deck, 701 South Busey Avenue

Front Elevation



The applicant, Paul Young (owner), requested a COA to construct a deck at a local landmark. The deck was to be on two levels at the rear corner of a 1960s addition. The deck was proposed to be constructed with pressure-treated wood with a stained finish. Railings and a small L-shaped fence were proposed to be constructed of cedar. The case was forwarded to the Historic Preservation Commission. A public hearing was held and a COA granted on July 6, 2011.

Deck proposal (existing in gray, proposed in blue)



**HP-2011-COA-04 Certificate of Appropriateness to remove a window and install a door at 701 South Busey Avenue**

The applicant, Paul Young (owner), requested a COA to remove a window and install a door on the rear elevation of a local landmark. The proposed work would be located in a 1967 addition to the original house. The proposed patio door is compatible with the existing modern windows on the back addition of the house. The case was forwarded to the Historic Preservation Commission. A public hearing was held and a COA granted on August 16, 2011.

Rear elevation - Before



Rear elevation - After



**HP-2011-COA-05 Certificate of Appropriateness to replace the roof with 50-year shingles and repair and replace gutters and downspouts on a historical landmark, 104 N Central Avenue**

The new roofing shingles



The applicant, Caroline Baxley (owner), requested a COA to replace the roof, and repair and replace gutters and downspouts on a local landmark. The roof and gutter/downspout work was proposed in order to protect the house from deterioration. The Zoning Administrator and Historic Preservation Chair determined that the proposed work fell under the provision of “Minor Works” and administratively approved the application and granted a Certificate of Appropriateness on October 14, 2011.

**Case # HP-2012-COA-01: Certificate of Appropriateness for front porch steps and railings on historic local landmark, 104 N Central Avenue**

On May 11, 2012, Neil Strack of Architectural Expressions submitted a Certificate of Appropriateness (COA) application, on behalf of owner Norman Baxley, to reconstruct the front porch steps and railings on the front façade (west elevation) and to construct a new rear porch and basement entrance on the south elevation at 104 N Central Avenue, a local historic landmark. The Historic Preservation Commission approved the work and granted a COA on June 6, 2012.



Halberstadt House, Front Façade, Before



Halberstadt House, South Elevation, Before



Halberstadt House, South Elevation, After

## 2) LOCAL DESIGNATIONS: Local Landmarks and Historic Districts

Two applications for Local Landmark designation were submitted.

### Case # HP-2010-L-02: Application to Designate the Eli Halberstadt House, 104 N. Central Ave.

Photo showing the front elevation



The applicant, Brian Adams, nominated the Eli Halberstadt House for local landmark designation. The property was owned by Canaan Baptist Church. The house was built in 1875 for Eli Halberstadt, a prominent grain miller and four-term mayor of Urbana. Architecturally, the house is an example of the Italianate and Stick/Eastlake architectural styles. The house form is a one-and-one-half-story, asymmetrical cross-wing plan with a lower kitchen wing at the rear. The roof is a steep cross-gable. The front porch has an elaborate display of architectural details. The exterior window and door trim on the house show fine detail and craftsmanship, as do the unusual diamond-shaped windows. The exterior of the house appears to have changed little since construction. The Sanborn Fire Insurance Map of 1892 shows the footprint of the house to be identical to that of today, with the exception that what was originally a back porch on the southeast corner of the house has been enclosed. The house has been recognized as having architectural significance in several surveys and by the Preservation and Conservation Association (PACA), a local preservation advocacy organization. Additionally, the July-August 2009 PACA newsletter featured the property.

On July 7, 2010, the Historic Preservation Commission made a preliminary determination that the property qualified for designation. Following a public hearing on the application on September 1, 2010, the Commission voted six ayes and zero nays to recommend to the Urbana City Council that the Eli Halberstadt House be designated a local historic landmark. The then property owner, Canaan Baptist Church, submitted a registered preference against the designation citing the cost of maintenance and the need of the lot for additional parking.

Elaborate porch detail



City of Urbana

Entrance Porch



Eventually, the house was sold. The new owners, Norman and Carolyn Baxley, were supportive of the landmark application. The City Council, after considering the recommendations of the Historic Preservation Commission, and taking into account the Registered Preference submitted by the new owners in support of the landmark designation, designated the property a local landmark on October 3, 2011.

## **Case No. HP-2011-L-02: Application to Designate the Colvin House, 604 W Pennsylvania Avenue**



James and Mary Ann Bunyan (owners) submitted an application to designate the Colvin House a local landmark. According to the Urbana Zoning Ordinance, when an application is submitted by the owners for local landmark designation, the Historic Preservation Commission has the authority to designate. John Colvin, proprietor of a meat market in downtown Urbana, built the house at 604 W Pennsylvania Avenue in 1922. Architecturally, the house is a mixture of Prairie and American Four Square architectural styles with Colonial Revival elements. The house form is similar to that of an American Four Square, two stories and two bays wide and deep. It differs from an American Four Square with a one-bay wing on the east elevation and an attached two-car

garage on the west elevation. The roof is a low-pitched hipped roof with wide overhanging eaves, which is typical of the Prairie architectural style. Other features typical of the Prairie style include the brown brick, the asymmetrical façade with a raised terrace to the side, and limestone sills which provide a horizontal emphasis. The front entrance contains

Colonial Revival elements, with a decorative crown extended forward and supported by columns to form an entry porch. The front door has a fanlight above it, which is also typical of the Colonial Revival style. The line of the decorative crown at the front entrance is repeated in the dormer.

Most American houses do not fit neatly into one particular architectural style, but instead are a mixture of two or more styles. Such houses may have been built as a stylistic mixture or may have resulted from later attempts to alter the style through remodeling. The Colvin House was built as a stylistic mixture, rather than undergoing changes through renovation. The Colvin House has a “mirror image” identical twin a few blocks away, at 303 W Michigan Avenue. This house was built in 1924 and is nearly identical to the Colvin House (although in reverse, hence the “mirror image”).

A public hearing was scheduled for June 1, 2011, at the regularly scheduled meeting of the Urbana Historic Preservation Commission. Due to a death in the family, the petitioners requested that the application be deferred until the July 6, 2011 meeting. Following a public hearing on July 6, 2011, the Historic Preservation Commission unanimously approved the application and granted historic landmark designation for 604 W. Pennsylvania Avenue.

### **3) SURVEY:**

67 properties were surveyed in fiscal year 2011 – 2012 by students at the University of Illinois at Urbana-Champaign, as a part of Alice Novak’s Historic Preservation class. The surveys have been given to the City of Urbana for future use.

#### 4) NATIONAL REGISTER NOMINATIONS:

There were no National Register Nominations.

#### 5) MONITORING:

##### **Theta Chi, 1404 S. Lincoln Avenue**

In June 2012, the commission discussed the Royer-designed building that has been vacant for a number of years.

#### 6) ACTIVITIES:

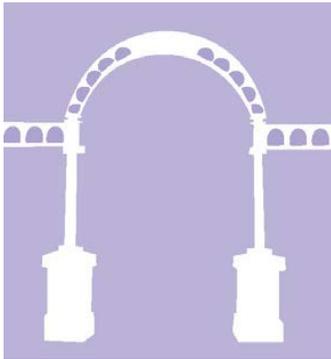
##### **Historic Landmark & District Plaque Program**

Historic preservation staff continued implementing the City's Historic Landmark and District Plaque Program. Preservation staff and the Historic Preservation Commission worked with property owners to design, order, and install signs for three historic properties in January 2012: The Urbana-Lincoln Hotel (1924); The Bills House (1889); and The Ezekiel Boyden Home (circa 1850).

##### **Landmarks Illinois**

Landmarks Illinois composed a list of the 40 Most Important Preservation Success Stories in the last 40 years, which included the reconstruction of the Champaign County Courthouse tower reconstruction in Urbana.

##### **2012 Downtown Urbana Plan: addressing Historic Preservation in Downtown Urbana**



On April 16, 2012, the City of Urbana adopted the 2012 Downtown Urbana Plan. Recognizing the historic significance of downtown buildings and spaces, the Plan recommends implementing an approach that integrates historic preservation with downtown development activities. Historic Preservation is addressed through three goals:

- 1) Promote context-appropriate urban-style infill development to extend downtown's core character.
- 2) Develop engaging public spaces and streetscapes.
- 3) Protect and enhance the character of downtown.

Taking a pro-active approach to Historic Preservation in downtown Urbana, the 2012 Plan includes the protection and enhancement of the character of downtown as a goal and details related implementation strategies.

##### **Goal F: Protect and enhance the character of downtown.**

- F1 Protect downtown's historic architecture and civic buildings through preservation tools.
- F2 Promote downtown's historic character with programs such as historic markers.
- F3 Adopt design guidelines to expand downtown's walkable core.
- F4 Promote downtown's amenities such as the Boneyard Creek.

- F5 Continue to invest in key public improvements which support downtown as a destination, including streetscape.
- F6 Establish unique identity for downtown through signage & marketing.
- F7 Assess building stock and proactively repair deteriorated buildings.

**The City plans to implement these goals through the following actions:**

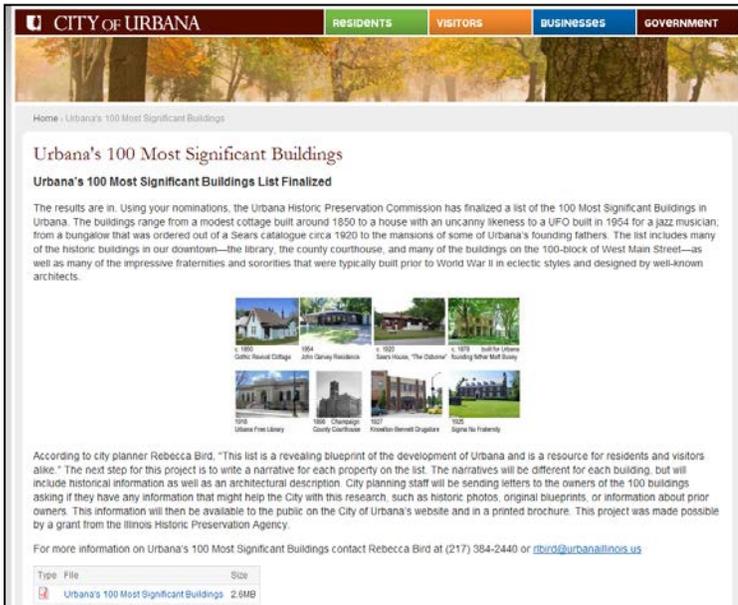
- i. Install Street Identity Signs per the Signage and Wayfinding Study
- ii. Create a historic marker/plaque program to identify key historic and civic buildings
- iii. Proactively survey and repair unreinforced masonry buildings downtown
- iv. Designate downtown historic district or landmark significant civic and historic buildings
- v. Promote the Royer Historic District and Lincoln exhibits
- vi. Market Boneyard Creek project during construction and upon completion to raise public awareness
- vii. Upgrade Civic Center and/or explore new uses
- viii. Install streetscape elements as outlined in the University Avenue Corridor Study

While the timeframe for achieving these goals is three to five years, a few of these actions are currently on-going through related plans such as the Signage and Wayfinding Plan, the Boneyard Creek Master Plan, and the Urbana Comprehensive Plan.

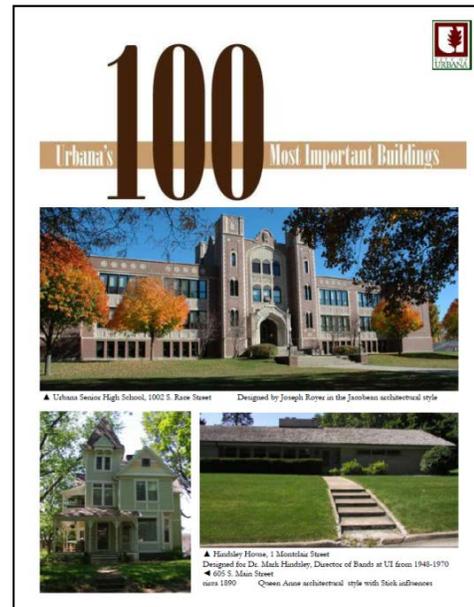
The 2012 Plan also recognizes that designating important Civic Buildings and Historic Districts is another strategy the City can use to protect the heritage and the built fabric of downtown. Recognizing the history of our downtown buildings with informative plaques is another way to promote the unique character of Downtown Urbana.

### **Urbana's 100 Most Significant Buildings**

In 2011, the City of Urbana received a Certified Local Government grant from the Illinois Historic Preservation Agency to create an honorary list of the 100 most important buildings reflecting Urbana's heritage. City staff solicited nominations from the public and then worked with the Historic Preservation Commission to identify the 100 structures that best represent Urbana's architectural history, community heritage, and values. The 100 buildings are featured on the City's [website](#) with photographs and an architectural description of each and a historic narrative for many. The final list includes a variety of buildings ranging from a modest cottage built around 1850, to a house with an uncanny likeness to a UFO that was built in 1954 for a jazz musician; from a bungalow that was ordered out of a Sears catalogue circa 1920, to the mansions of some of Urbana's founding fathers. The list also includes many of the historic buildings in downtown—the library, the county courthouse, and many of the buildings on the 100-block of West Main Street—as well as many of the impressive fraternities and sororities that were typically built prior to World War II in eclectic styles and designed by well-known architects. The list serves as a revealing blueprint of the development of Urbana and is a resource for residents and visitors alike. There is also a print document containing pictures of all the listed buildings, which is available for download from the City's [website](#).



Screenshot of the webpage hosting the list on the City's website



List with pictures and a brief description available online for download

## Urbana Modern Home Tour

Preservation staff and commissioners organized an Urbana modernism home tour with collaboration from Allison Warren, an Architecture program faculty member at the University of Illinois at Urbana-Champaign. Dr. Warren's Spring 2012 course titled CU-Engage, connected the design currency of graduate students in the School of Architecture to design projects in the community. The tour took place May 6, 2012 from 1:00-4:00 p.m. and featured seven houses, mainly in south Urbana, built during the middle of the twentieth century and exemplifying modernist design features, such as the use of transparencies, the connection to nature, the use of open plan design, and simple geometries. About 400 people walked through the seven houses. 350 people bought tickets and several tickets were given away to home owners and volunteers. T-shirts also promoted the event. Preservation staff and commissioners discussed planning this event to take place again in the future.



Tour #1 in the Modern Urbana Home Tour



Publicity for the Modern Urbana Home Tour



Tour #7 in the Modern Urbana Home Tour

## Urbana Lincoln Pastcast Project

**In Lincoln's Shadow: Historic Urbana, Illinois**

**1 The Urbana Free Library**  
The Urbana Free Library was founded in 1875. It was the first of its kind in the state. The building was designed by Frank Lloyd Wright and completed in 1914. It is a prime example of Wright's Prairie School style.

**2 Champaign County Courthouse**  
The Champaign County Courthouse is a prime example of the Prairie School style. It was designed by Frank Lloyd Wright and completed in 1914. The building features a central tower and a series of horizontal bands.

**3 The Lincoln School**  
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The City of Urbana, working with the Champaign County Lincoln Exhibits Committee, continued to maintain its online “pastcast tour,” which explores Urbana’s Abraham Lincoln-related heritage. Through the exhibit visitors experience the sights and sounds of Lincoln’s legal career near the spot where he tried the cases of the day. Visitors can enter the 1850s courtroom, hear Lincoln’s voice, and witness a fascinating presentation about Lincoln’s legal career in Urbana.

The download- friendly audio clips related to each site on the tour are hosted on a dedicated [webpage](#) on the City’s website. They are also available for download via [YouTube](#). Visitors can also download an illustrated brochure with a map and a brief description of the tour via the City’s [website](#).

## **Other**

**Orpheum Children's Museum-** The Children's Building Fair at the Orpheum Theater took place on May 19, 2012 from 11:00 a.m. to 4:00 p.m. Historic Preservation Commissioner Trent Shephard staffed the Preservation booth at the event.

**PACA Award** - Historic Preservation Commission and the City of Urbana received an award from the Champaign County Preservation and Conservation Association (PACA) for creating the honorary list of the 100 Most Important Building & Sites in Urbana. The ceremony took place Saturday, April 28, 2012 from 2:00-4:00 p.m. at 805 S. Daniel in Champaign.

**Landmarks Illinois** – Preservation staff submitted a nomination for a landmark preservation award for a house unveiling.

## **Training**

All commissioners completed an Open Meetings Act Training in spring 2012.

### **7) ATTACHMENTS:**

FY 2011-2012 Commissioner Attendance Record.

Meeting Minutes:

July 6, 2011  
August 16, 2011  
September 7, 2011  
April 04, 2012  
June 06, 2012

cc: Elizabeth Tyler  
Alice Novak

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# FY 2011-2012 Commissioner Attendance Record

## HPC Members

	Scott Dossett	Alice Novak	Dave Seyler	Trent Shepard	Kim Smith	Joan Stolz	Mary Stuart
July 6, 2011	Excused	Present	Present	Present	Present	Present	Present
August 16, 2011	Excused	Present	Present	Excused	Present	Excused	Present
September 7, 2011	Present	Present	Present	Present	Present	Present	Present
October 5, 2011	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
November 2, 2011	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
December 7, 2011	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
January 4, 2012	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
February 1, 2012	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
March 7, 2012	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
April 4, 2012	Present	Present	Present	Present	Present	Excused	Excused
May 2, 2012	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled	Canceled
June 6, 2012	Present	Excused	Present	Present	Excused	Present	Excused

**Total Attendance**

**3/5**

**4/5**

**5/5**

**4/5**

**4/5**

**3/5**

**3/5**

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**MINUTES OF A REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION**

**APPROVED**

**DATE:** April 4, 2012

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

**PLACE:** Council Chambers, 400 South Vine Street, Urbana, Illinois 61801

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**MEMBERS PRESENT:** Scott Dossett, Alice Novak, David Seyler, Trent Shepard, Kim Smith

**MEMBERS EXCUSED:** Joan Stolz, Mary Stuart

**STAFF PRESENT:** Rebecca Bird, Planner I; Sukiya J. Robinson, Recording Secretary

**OTHERS PRESENT:** Rachel Cook

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Urbana Historic Preservation Commission Chair, Alice Novak, called the meeting to order at 7:02 p.m. The roll call was taken, and a quorum was declared present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the September 7, 2011 Historic Preservation Commission Meeting were presented for approval. With no changes proposed, Mr. Dossett made a motion to approve the minutes. Mr. Shepard seconded the motion. The September 7, 2011 minutes were approved by unanimous vote.

**4. WRITTEN COMMUNICATIONS**

Ms. Bird presented a letter received from Bernadine Stake regarding possible improvement and increase of businesses in Lincoln Square Mall. Ms. Bird distributed copies of the letter to the Commission for review.

**5. AUDIENCE PARTICIPATION**

There was none.

**6. CONTINUED PUBLIC HEARINGS**

There were none.

**7. OLD BUSINESS**

There was none.

**8. NEW PUBLIC HEARINGS**

There were none.

**9. NEW BUSINESS**

There was none.

**10. MONITORING OF HISTORIC PROPERTIES**

There were none.

**11. STAFF REPORT**

There was none.

**12. STUDY SESSION**

- **Update on Urbana's 100 Most Significant Structures Project**

Ms. Novak introduced this agenda item and asked for City staff update.

Ms. Bird provided an update on the project. She explained that since the previous meeting she has had two interns working with her on the project. Ms. Bird gave a walk-through presentation of information posted so far on the City website. She explained that Staff anticipated that most of the project would be completed by the end of the month. She stated that some of the formatting, and posting on the website may not be done until the beginning of May. Ms. Bird then announced that the Historic Preservation Commission and the City of Urbana had received an award from the Champaign County Preservation and Conservation Association (PACA) for creating the honorary list of the 100 Most Important Building & Sites in Urbana. She stated that the award ceremony would be on Saturday, April 28, 2012 from 2:00-4:00 p.m. at 805 S. Daniel in Champaign. Commission questions to the City staff were addressed.

Ms. Bird then explained that once the information on the website was complete, Staff would have another round of press releases, news stories, etc. She stated that Staff had applied for and was awarded another grant from the Illinois Historic Preservation Agency to advance this project and make podcast tours using some of the properties on the list. She stated that work on the new project would begin following completion of the current grant project and would include collaboration with

Urbana Public Television and the consultant used on the Lincoln Podcast Tour. Ms. Bird described what Staff had envisioned for the project. She then asked for the Commissioners and the public to peruse the pages on the website and provide any feedback via email or phone. A brief discussion of the matter by members of the Commission and Staff ensued.

- **Update on MODERN URBANA: a home tour**

Ms. Bird provided information on this project that she had been working on with a graduate class in the University of Illinois' School of Architecture to create a Modern homes architectural tour in Urbana. The eight students in the class used existing resources, interviews, paper research, and digital research to create an expansive list of modern architecture. She stated that the tour was scheduled for May 6, 2012 from 1:00-4:00 p.m. and would include about six houses, mainly in south Urbana. More information on the tour would be provided in the next couple weeks. Commission questions to the City staff were addressed.

### **13. ANNOUNCEMENTS**

Ms. Bird announced the following:

- She reiterated the PACA Awards scheduled for April 28 from 2:00-4:00 p.m. at 805 S. Daniel and gave more information on some of the awards being presented.
- The Children's Building Fair at the Orpheum Theater would take place on May 19, 2012 from 11:00 a.m. to 4:00 p.m. She stated that there would be a Preservation booth at the event, and that more information could be found on Orpheum's website.
- Ms. Bird also shared that in 2007 the West Urbana Neighborhood was awarded for being one of 10 Great Neighborhoods by the American Planning Association. She stated that Staff had been working with the Urbana Park District and the West Urbana Neighborhood Association to get a plaque installed on a boulder within Carle Park.
- May is Preservation Month and the theme is "Hidden Gems".

### **14. ADJOURNMENT**

With no further business Mr. Dossett moved that the meeting be adjourned. Mr. Seyler seconded the motion. With all Commission members in favor, the meeting adjourned at 7:51 p.m.

Submitted,

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Robert Myers, AICP  
Planning Manager

**MINUTES OF A REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION**

**APPROVED**

**DATE:** June 6, 2012

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

**PLACE:** Council Chambers, 400 South Vine Street, Urbana, Illinois 61801

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**MEMBERS PRESENT:** Scott Dossett, David Seyler, Trent Shepard, Joan Stolz

**MEMBERS EXCUSED:** Alice Novak, Kim Smith, Mary Stuart

**STAFF PRESENT:** Rebecca Bird, Planner II; Sukiya J. Robinson, Recording Secretary

**OTHERS PRESENT:** Norman Baxley, Dennis Roberts, Neil Strack

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Urbana Historic Preservation Commission Member, Trent Shepard, called the meeting to order at 7:02 p.m. Mr. Shepard was nominated as chair for this meeting in Ms. Novak's absence. The roll call was taken, and a quorum was declared present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the April 4, 2012 Historic Preservation Commission Meeting were presented for approval. Mr. Shepard asked for a correction to the Approval of Minutes section in regards to who made the motion and who seconded it. Ms. Stolz moved to approve the minutes with the proposed change. Mr. Seyler seconded the motion. The April 4, 2012 minutes were approved by unanimous vote.

**4. WRITTEN COMMUNICATIONS**

Ms. Bird presented a letter received from John Dorsey in support of the recent landmark designation of the Eli Halberstadt house. Ms. Bird distributed copies of the letter to the Commission for review.

**5. AUDIENCE PARTICIPATION**

There was none.

**6. CONTINUED PUBLIC HEARINGS**

There were none.

**7. OLD BUSINESS**

There was none.

**8. NEW PUBLIC HEARINGS**

There were none.

**9. NEW BUSINESS**

- **HP-2012-COA-01; Request for a Certificate of Appropriateness for proposed work on a local landmark, 104 N. Central Avenue (Eli Halberstadt House); Architectural Expressions, applicant.**

Mr. Shepard introduced this agenda item and asked for City Staff report.

Ms. Bird presented the staff report to the Commission, outlining staff's findings regarding the case. Based on the findings provided, and without the benefit of considering additional evidence that might be presented at the public hearing, City staff recommended that the Historic Preservation Commission approve a Certificate of Appropriateness to allow the work described with the following conditions:

1. All work shall be constructed in general conformance to the site plan layout submitted as part of the application. The Zoning Administrator and the chair of the Historic Preservation Commission shall have the authority to approve minor changes to the approved plans.
2. No windows or doors shall be removed other than the window above the existing bulkhead door.
3. The new exterior door to the basement entrance shall have a sash in the upper half and an overhead light above the door.
4. The new window in the enclosed basement entrance shall be a one-over-one, double-hung window.
5. A wood-alternative product is permissible for the back porch/deck decking and the horizontal treads on both the rear and front stairs.
6. All wood shall be painted.
7. Consider bringing the area of the deck back in line with the rear face of the building.
8. Consider removing the pergola from the back deck and/or from the enclosed basement entrance.
9. Consider installing a shade feature in the garden instead of the pergola over the back deck.

10. Consider using simple balusters for the back porch/deck and stairs.
11. Orientation of the stairs would be an east/west orientation or the Commission can state that either orientation would be fine.

Commission questions to the City staff were addressed.

Mr. Shepard asked if the architect, Neil Strack, wished to speak.

Neil Strack, 116 N. Chestnut, and property owner Norman Baxley, 510 W. Main, addressed the Commission. They gave more information regarding the proposed changes and answered questions from the Commission.

Mr. Shepard asked if any proponents of the case wished to address the Commission. There were none.

Mr. Shepard then asked if there were any opponents who wished to speak. There were none.

Ms. Bird then gave more information to the Commission in regards to their options for this case.

Mr. Shepard then opened up discussion from the Commission. Mr. Dossett suggested that the decision for the front and back of the house be split into two motions as opposed to one. Mr. Dossett then made a motion that the requested Certificate of Appropriateness HP-2012-COA-01 be split into Part A (front porch improvements) and Part B (rear improvements when making the motion for the case). Ms. Stolz seconded the motion.

Mr. Shepard then called for a roll call vote. Roll was taken and the votes were as follows:

Dossett- Yes  
Seyler- Yes  
Shepard- Yes  
Stolz- Yes

With all Commissioners present in favor, the motion carried unanimously.

The Commission and City Staff discussed Part A of the case. Following discussion, Mr. Dossett made a motion to approve the requested Certificate of Appropriateness HP-2012-COA-01 (Part A) for the front porch steps and railings having found that it meets the requirements as laid out in section VII-6.C of the Urbana Zoning Ordinance. Also added to the motion was the following:

1. All work shall be constructed in general conformance to the site plan layout submitted as part of the application; and
2. Minor changes can be approved by the Zoning Administrator and Chair of the Commission.

Mr. Seyler seconded the motion.

With no further discussion of this section of the case, Mr. Shepard asked for a roll call vote. Roll was taken and the votes were as follows:

Dossett- Yes  
Seyler- Yes  
Shepard- Yes  
Stolz- Yes

With all Commissioners in favor, Part A of the motion carried unanimously.

The Commission and Staff then discussed Part B of the case. Following discussion, Mr. Shepard made a motion to approve the requested Certificate of Appropriateness HP-2012-COA-01 (Part B) for the rear improvements with the following conditions:

1. All work shall be constructed in general conformance to the site plan layout submitted as part of the application.
2. Minor changes can be approved by the Zoning Administrator and Chair of the Commission.
3. No windows or doors shall be removed other than the window above the existing bulkhead door.
4. The new exterior door to the basement entrance shall have a sash in the upper half and an overhead light above the door.
5. A wood-alternative product is permissible for the back porch/deck decking.
6. All wood shall be painted excluding the floor if it is made out of wood.
7. The lattice shall be painted wood.

Mr. Seyler seconded the motion.

With no further discussion of the case, Mr. Shepard asked for a roll call vote. Roll was taken and the votes were as follows:

Dossett- No  
Seyler- Yes  
Shepard- Yes  
Stolz- Yes

With the majority of the Commissioners present in favor, the motion carried and the Certificate of Appropriateness was granted.

## **10. MONITORING OF HISTORIC PROPERTIES**

- **Theta Chi, 1404 S. Lincoln Avenue**

Mr. Shepard introduced this agenda item and asked for City Staff report.

Ms. Bird provided information on this Royer-designed building that has been vacant for a number of years. A brief discussion of the matter by members of the Staff and Commission ensued.

## 11. STAFF REPORT

Ms. Bird reported on the following:

- **Orpheum Children’s Museum-** Ms. Bird thanked Trent Shepard for being a representative at the museum for the Children’s Building Fair.
- **OMA Training-** Teri Andel, Planning Secretary, wanted to thank the Commission for completing their Open Meetings Act Training.
- **PACA Awards-** The City received the Preservation Advocacy Heritage award for the 100 Most Significant Buildings project. Trent Shepard received a Residential Heritage Award for restoring a house at 601 W Oregon. Brian Adams won a Preservation Advocacy award for his book, *Joseph William Royer, Urbana’s Architect*. Norman Baxley won a Landmark Heritage award for saving and rehabilitating 104 N. Central, Halberstadt House. Andrew Fell, architect and Plan Commission member, won a Commercial Heritage award for being the architect on the redevelopment of the Haley-Walker-Ginza building at 315 W University, Champaign. 503 W. Indiana Street in Urbana received a Residential Heritage award for exterior restoration of the house.

## 12. STUDY SESSION

- **Update on Urbana’s 100 Most Significant Structures Project**

Ms. Bird provided an update on the project. She stated that all of the building descriptions had been done, but Staff was waiting on photos of a few of the buildings before uploading them to web. She showed the Commission an example of a landing page that Staff was thinking about using. Commission questions and comments to City staff were addressed. She stated that the web portion of the project should be completed in the next week or so.

- **Update on MODERN URBANA: a home tour**

Ms. Bird reported on this event that took place on May 6, 2012. She stated there were about 400 people that walked through the 7 houses available for the tour. 350 people bought tickets and several tickets were given away to home owners, volunteers, etc. Ms. Bird stated that it was an overall successful event, and she would talk again with the professor to see if they would have it again next spring. A brief discussion of the matter by members of the Staff and Commission ensued.

**13. ANNOUNCEMENTS**

- Trent Shepard briefly reported on the Children's Building Fair that took place at Orpheum Theater on May 19, 2012.

**14. ADJOURNMENT**

With no further business Mr. Dossett moved that the meeting be adjourned. Ms. Stolz seconded the motion. With all Commission members in favor, the meeting adjourned at 9:19 p.m.

Submitted,

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Robert Myers, AICP  
Planning Manager

**MINUTES OF A REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION**

**APPROVED**

**DATE:** July 6, 2011

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

**PLACE:** Council Chambers, 400 South Vine Street, Urbana, Illinois 61801

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**MEMBERS PRESENT:** Alice Novak, David Seyler, Trent Shepard, Kim Smith, Joan Stolz, Mary Stuart

**MEMBERS EXCUSED:** Scott Dossett

**STAFF PRESENT:** Robert Myers, Planning Division Manager; Rebecca Bird, Planner I; Sukiya J. Robinson, Recording Secretary

**OTHERS PRESENT:** Mary Bunyan, James Bunyan, Georgia Morgan, Gina Pagliuso, Dennis Roberts, Paul Young

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Urbana Historic Preservation Commission Chair, Alice Novak, called the meeting to order at 7:01 p.m. The roll call was taken, and a quorum was declared present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the June 1, 2011 Historic Preservation Commission Meeting were presented for approval. Mr. Shepard commented that on page 3 of the minutes, the term “Urbana landmark commissioners” was used and he would like to have the word “landmark” removed. Mr. Shepard moved to approve the minutes as corrected. Ms Smith seconded the motion. The June 1st minutes were approved by unanimous vote.

**4. WRITTEN COMMUNICATIONS**

Ms. Bird reported on two written communications received regarding the COA application that she had distributed to the Commission for them to review. She also received a phone call from Dale Kramer, a nearby property owner, who opposed the addition of the deck due to the change in architecture and the possibility of parties being held on the deck. Ms. Bird stated that she also

received written communications in the form of nominations for the “100 Most Significant Buildings” list and all nominations were incorporated into the list.

## 5. AUDIENCE PARTICIPATION

Ms. Novak asked if anyone in the audience wished to speak on any matter other than the COA application or landmark designation, they could do so at that time. No one in the audience wished to speak. Ms. Novak proceeded to the next agenda item.

## 6. CONTINUED PUBLIC HEARINGS

### **HP-2011-L-02; An application to designate 604 W. Pennsylvania Avenue as a Local Historic Landmark; James & Mary Ann Buyan, applicants**

Ms. Novak re-opened the public hearing regarding this case and asked for the City staff report.

Ms. Bird presented the staff report to the Commission, outlining staff’s findings regarding this case. She stated that since the application had been submitted by the property owners and had owner consent, the Historic Preservation Commission has the authority to designate the property with no other board or commission involvement. The vote required would be a majority vote of those members present and voting with not less than three affirmative votes. Based on the application and analysis provided, staff recommended that the Historic Preservation Commission find that the landmark nomination for 604 W Pennsylvania conforms with criteria a. in Section XII-5.C of the Urbana Zoning Ordinance and approve the application.

There were no questions from the Commission to City Staff.

Ms. Novak asked if the applicants, James and Mary Ann Bunyan, had any comments on the matter. They had none.

Ms. Novak asked if there were any proponents or opponents of the case who wished to speak. There were none.

Ms. Novak then opened up discussion from the Commission. The Commission briefly discussed the merits of the case.

Following discussion, Mr. Shepard made a motion to approve the historic landmark application based on the seven staff findings, particularly numbers 6 and 7 which state that the house has significant value as part of the architectural heritage of the community and that it retains a high degree of architectural integrity. Ms. Smith seconded the motion.

With no further discussion of the case, Ms. Novak asked for a roll call vote. Roll was taken and the votes were as follows:

Novak-Yes  
Seyler-Yes

Shepard-Yes  
Smith-Yes  
Stolz- Yes  
Stuart- Yes

With all Commissioners present in favor, the motion carried unanimously and the historic landmark application for 604 W. Pennsylvania was granted.

With no further discussion, Ms. Novak closed the public hearing for Case No. HP-2011-L-02.

## 7. OLD BUSINESS

There was none.

## 8. NEW PUBLIC HEARINGS

### **Case No. HP-2011-COA-03; A request for a Certificate of Appropriateness to construct a back deck at 701 S. Busey Avenue; Paul Young, applicant**

Ms. Novak opened the public hearing regarding this case and asked for the City staff report.

Ms. Bird presented the staff report to the Commission, outlining staff's findings regarding this case. Based on the findings provided, and without the benefit of considering additional evidence that could be presented at the public hearing, City staff recommended that the Historic Preservation Commission approve a Certificate of Appropriateness to allow construction of the deck with railings and a fence with the following conditions:

1. The deck shall be constructed in general conformance to the site plan layout submitted as part of the application.
2. The structural framing of the deck be screened with appropriate traditional material such as skirtboards, lattice, masonry panels, or dense evergreen plantings.

Commission questions to the City staff were addressed.

Ms. Novak asked if the applicant, Paul Young, wished to speak.

Paul Young, 504 W. John St, Champaign, addressed the Commission. Mr. Young gave more information regarding the proposed changes and answered questions from the Commission.

Ms. Novak asked if any proponents of the case wished to address the Commission. There were none.

Ms. Novak then asked if there were any opponents who wished to speak.

Dennis Roberts, 507 E Green St, Urbana, addressed the Commission. He stated that he did not really object to the idea of adding a deck onto the house, but just felt that a patio or something that

was more sensitive to the historic character and structure of the house would be a better idea. He appreciated the applicant's willingness to make any changes the Commission felt necessary.

Ms. Novak asked if there were any other opponents who wished to speak. There were none.

Mr. Young was provided an opportunity to respond to Mr. Roberts' comments.

Ms. Novak asked if there was anyone else who wished to speak. There were none.

Ms. Novak then opened up discussion from the Commission. The Commission and City staff briefly discussed the case. Following discussion, Ms. Smith made a motion that the Commission approve the requested Certificate of Appropriateness HP-2011-COA-03 with the following conditions:

1. The Commission and City Staff will verify all pertinent code issues.
2. The deck will be lowered to a height where a guardrail will not be required or installed.
3. If there would be any changes to the footprint, privacy fence, etc. it will have to be presented to the Commission again.
4. The screening at the base is not required and is at the discretion of the property owner.

Mr. Shepard seconded the motion.

With no further discussion of the case Ms. Novak asked for a roll call vote. Roll was taken and the votes were as follows:

Novak- Yes  
Seyler- Yes  
Shepard- Yes  
Smith- Yes  
Stolz- Yes  
Stuart- Yes

With all Commissioners present in favor the motion carried unanimously and the Certificate of Appropriateness was granted.

With no further discussion, Ms. Novak closed the public hearing for Case No. HP-2011-COA-03.

## **9. NEW BUSINESS**

There was none.

## **10. MONITORING OF HISTORIC PROPERTIES**

There were none.

## 11. STAFF REPORT

Ms. Bird reported on the following:

- **Plaque Program** can be continued for historic landmarks since it is the beginning of a new fiscal year and some funds are available. She stated there were currently four landmark plaques on the waiting list.
- **Landmarks Illinois** contacted Ms. Bird and asked her to submit a nomination for a landmark preservation award for the house unveiling that was done a couple of years ago. She would keep the Commission informed on the progress.
- **Royer Parking Lot** was recently paved, but no Certificate of Appropriateness was needed due to a City program started a few years ago to pave gravel multi-family parking lots.
- **Halberstadt House-** City staff was asked for an update on this house. Mr. Myers reported that he believed there would be a new owner who would rehabilitate the building.

## 12. STUDY SESSION

### **Certified Local Government Grant: Urbana's 100 Most Significant Buildings**

Ms. Novak introduced this agenda item and asked for City staff presentation.

Ms. Bird provided an update on the project and explained how the approximately 330 properties came to make the list for consideration. She also explained the voting process for that evening. Photographs of some 330 properties were presented one-by-one by Ms. Bird and Mr. Myers, and Commissioners then voted on each individually by a show of hands. City staff tallied the number of votes as "yes", "no" or "maybe." At the conclusion of voting, Ms. Bird stated that the votes taken would be compiled and sent to the Commission for discussion and possible approval at the next Historic Preservation Commission meeting. If fewer than 100 properties received super-majority yes votes, then additional properties would be presented at the next meeting to potentially complete the list.

## 13. ANNOUNCEMENTS

Ms. Bird announced that the August 3<sup>rd</sup> meeting of the HPC would be cancelled due to an anticipated lack of quorum, but a special meeting was scheduled for Tuesday, August 16, 2011.

## 14. ADJOURNMENT

With no further business, Mr. Shepard moved that the meeting be adjourned. Ms. Stolz seconded the motion. With all Commission members in favor, the meeting adjourned at 10:13 p.m.

**July 6, 2011**

Submitted,

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Robert Myers, Planning Manager

**MINUTES OF A SPECIAL MEETING**

**HISTORIC PRESERVATION COMMISSION**

**APPROVED**

**DATE:** August 16, 2011

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

**PLACE:** Council Chambers, 400 South Vine Street, Urbana, Illinois 61801

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**MEMBERS PRESENT:** Alice Novak, David Seyler, Trent Shepard, Kim Smith, Mary Stuart

**MEMBERS EXCUSED:** Scott Dossett, Joan Stolz

**STAFF PRESENT:** Robert Myers, Planning Division Manager; Rebecca Bird, Planner I; Sukiya J. Robinson, Recording Secretary

**OTHERS PRESENT:** Marie Bohl, Gina Pagliuso, Paul Young

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Urbana Historic Preservation Commission Chair, Alice Novak, called the meeting to order at 7:01 p.m. The roll call was taken, and a quorum was declared present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the July 6, 2011 Historic Preservation Commission Meeting were presented for approval. Ms. Novak questioned the wording of condition # 2 of the motion listed on page 4 in the minutes. She wondered if a specific deck height should be provided or should it be kept as written? The Commission determined it should be left as is. Ms. Novak also commented on lack of wording regarding the requirement of the absence of a guardrail. Staff suggested adding the words “or installed” to the end of condition 2 as more accurately reflecting the motion. Ms. Smith moved to approve the minutes as corrected. Mr. Shepard seconded the motion. The amended July 6th minutes were approved by unanimous vote.

**4. WRITTEN COMMUNICATIONS**

Ms. Bird reported on a letter received supporting the COA application which she distributed to the Commission for review.

**5. AUDIENCE PARTICIPATION**

Ms. Novak stated that if anyone in the audience wished to speak on any matter other than the COA application, it would be appropriate to do so at that time.

Gina Pagliuso, 806 S. Vine St., Urbana, addressed the Commission. She had a question for the Commission regarding the inclusion of local landmarks on the “100 Most Significant Structures List.” The Commission provided an answer to her question.

Ms. Novak asked if there was anyone else who wished to speak. There were none.

**6. CONTINUED PUBLIC HEARINGS**

There were none.

**7. OLD BUSINESS**

There was none.

**8. NEW PUBLIC HEARINGS**

**Case No. HP-2011-COA-04: 701 S Busey Avenue. A request for a Certificate of Appropriateness to create a new doorway where a window now exists at the rear of the house, Paul Young, applicant**

Ms. Novak opened the public hearing regarding this case and asked for the City staff report.

Ms. Bird presented the staff report to the Commission and outlining staff’s findings regarding this case. Based on the findings provided, and without the benefit of considering additional evidence that could be presented at the public hearing, City staff recommended that the Historic Preservation Commission approve a Certificate of Appropriateness to create a new doorway where a window now exists at the rear of the house with the following conditions:

1. The work shall be done in general conformance to that described in the attached application.
2. The sliding glass door closely resembles the door in the photo in the attached application.

Commission questions to the City staff were addressed.

Ms. Novak asked if the applicant, Paul Young, wished to speak. He did not.

Ms. Novak asked if there were any proponents or opponents of the case who wished to speak. There were none.

Ms. Novak then opened up discussion from the Commission. The Commission briefly discussed the merits of the case.

Following discussion, Mr. Seyler made a motion that the Commission approve the requested Certificate of Appropriateness in Case No. HP-2011-COA-04 based on staff findings. Ms. Smith seconded the motion.

With no further discussion of the case Ms. Novak asked for a roll call vote. Roll was taken and the votes were as follows:

Novak- Yes  
Seyler- Yes  
Shepard- Yes  
Smith- Yes  
Stuart- Yes

With all Commissioners present in favor the motion carried unanimously and the Certificate of Appropriateness was granted.

With no further discussion, Ms. Novak closed the public hearing for Case No. HP-2011-COA-04.

#### **9. NEW BUSINESS**

There was none.

#### **10. MONITORING OF HISTORIC PROPERTIES**

There were none.

#### **11. STAFF REPORT**

Mr. Myers reported on the following:

- **Landmarks Illinois** has composed a list of the 40 Most Important Preservation Success Stories in the last 40 years, and two of the properties are located in Champaign-Urbana. One was the Champaign County Courthouse tower reconstruction in Urbana and the other was the Orpheum Theatre in Champaign.
- **National Alliance of Preservation Commissions** is holding a training session in the next couple months and scholarships will be available for anyone in local communities who would like to attend.

#### **12. STUDY SESSION**

##### **Certified Local Government Grant: Urbana's 100 Most Significant Buildings**

Ms. Novak introduced this agenda item and asked for City staff presentation.

Ms. Bird provided an update on the project and explained that 79 of the properties that the super-majority voted yes on, were placed on the “yes” list and the remaining 21 were recommendations by City staff to bring the total to 100. She stated that Staff did not have time to analyze the 79 as far as architectural styles, time periods, or neighborhoods that were under or over represented so the Commission could help in that aspect. Ms. Bird explained how the lists of properties presented that night were arranged. Ms. Bird then turned it over to the Commission.

Ms. Novak stated that three main issues should be dealt with up front. They were as follows:

1. Should the list included properties that have already been designated (National Register of Historic Places and/or local historic landmarks)?
2. How should buildings on the University of Illinois campus be treated?
3. How should sorority and fraternity houses be dealt with?

Following discussion, the Commission concluded that some designated properties should be considered, University buildings would be excluded unless there was some compelling reason to put them on the list, and that fraternity and sorority houses should be placed on the list as a group. The Commission then went through the list of 100 and voted “yes” or “no” on whether or not the property would remain on the list. Commissioners asked that a few additional properties be added to the list in light of resolving the three issues noted above.

At the conclusion of voting, Ms. Bird stated that she would provide Commission members with a DVD including of all of the photos and an Excel file with everything sorted by address a couple weeks before the meeting. She requested that the Commission spend time going through all the properties to figure out which 100 should make the final list.

### **13. ANNOUNCEMENTS**

Ms. Smith commented on an email received from Allison Warren, an Architecture program faculty member at U of I, regarding a possible Urbana modernism home tour this fall. She wanted to know if the Commission was interested in participating. Ms. Bird stated that they could definitely help with promotion and media releases. Ms. Smith stated that she would have Ms. Warren contact Ms. Bird.

### **14. ADJOURNMENT**

With no further business Ms. Smith moved that the meeting be adjourned. Mr. Shepard seconded the motion. With all Commission members in favor, the meeting adjourned at 9:02 p.m.

Submitted,

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Robert Myers, AICP, Planning Manager

**MINUTES OF A REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION**

**APPROVED**

**DATE:** September 7, 2011

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

**PLACE:** Council Chambers, 400 South Vine Street, Urbana, Illinois 61801

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**MEMBERS PRESENT:** Scott Dossett, Alice Novak, David Seyler, Trent Shepard, Kim Smith, Joan Stolz, Mary Stuart

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Robert Myers, Planning Division Manager; Rebecca Bird, Planner I; Sukiya J. Robinson, Recording Secretary

**OTHERS PRESENT:** Gina Pagliuso

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Urbana Historic Preservation Commission Chair, Alice Novak, called the meeting to order at 7:00 p.m. The roll call was taken, and a quorum was declared present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the August 16, 2011 Historic Preservation Commission Meeting were presented for approval. With no changes proposed, Mr. Shepard made a motion to approve the minutes. Ms. Stuart seconded the motion. The August 16<sup>th</sup> minutes were approved by unanimous vote.

**4. WRITTEN COMMUNICATIONS**

There were none.

**5. AUDIENCE PARTICIPATION**

There was none.

**6. CONTINUED PUBLIC HEARINGS**

There were none.

**7. OLD BUSINESS**

There was none.

**8. NEW PUBLIC HEARINGS**

There were none.

**9. NEW BUSINESS**

There was none.

**10. MONITORING OF HISTORIC PROPERTIES**

Mr. Myers reported that the Eli Halberstadt house had been purchased by Norman & Carolyn Baxley and that City staff anticipated receiving a registered preference form in favor of designating the house as a local landmark. He stated that at that time, the landmark application was before the Committee of the Whole, and it would be back on the agenda for approval at the following Committee of the Whole meeting.

**11. STAFF REPORT**

There was none.

**12. STUDY SESSION**

**Finalize Urbana's 100 Most Significant Structures List**

Ms. Novak introduced this agenda item and asked for City staff update.

Ms. Bird provided an update on the project. She explained that since the previous meeting she had compiled a list of Greek houses based on the National Register nomination lists. From these lists she pulled the addresses of Urbana properties and grouped them in a folder with images of the properties included for Commission members to review. Ms. Bird also stated that she had all of the folders of photos provided to Commissioners on DVD along with a list of properties. She stated that there were 99 properties on the list and the Commission was to review any other suggested properties and decide on the final 100 that should remain on the list. Ms. Bird then turned it over to the Commission.

Following discussion, the Commission reviewed a list of 117 properties to be decided on. Each property was reviewed individually with photographs shown. By voice vote and show of hands, Commissioners voted "yes" or "no" whether each property should remain on the final list of 100.

At the conclusion of voting, the Historic Preservation Commission agreed by acclamation that the 100 most significant structures list had been finalized.

Ms. Bird then explained that the next step would be for City staff to secure an intern to write descriptions and narratives and obtain proper images for each property on the list. Staff would also send a letter to each of the property owners informing them of their property's inclusion on the honorary list. The letter would also seek from property owners any historical/architectural information, documents, or photos they would like to share. Ms. Bird stated that information received would be scanned and potentially included online for sharing with the public. The whole process would probably take a few months, and Ms. Bird will present updates to the Commission periodically in terms of progress.

**13. ANNOUNCEMENTS**

There were none.

**14. ADJOURNMENT**

With no further business Mr. Dossett moved that the meeting be adjourned. Ms. Smith seconded the motion. With all Commission members in favor, the meeting adjourned at 9:48 p.m.

Submitted,

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Robert Myers, AICP  
Planning Manager