

MINUTES OF A REGULAR MEETING

URBANA HISTORIC PRESERVATION COMMISSION

DATE: September 1, 2021

APPROVED

TIME: 7:00 p.m.

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

MEMBERS ATTENDING David Hays, Alice Novak, Laura O'Donnell, Trent Shepard

MEMBER EXCUSED Gina Pagliuso

STAFF PRESENT Marcus Ricci, Planner II; Kat Trotter, Planner I; Breaden Belcher, Community Development Specialist

OTHERS PRESENT None

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

Chair Novak called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum was declared present.

2. CHANGES TO THE AGENDA

There were none.

3. APPROVAL OF MINUTES

There were no minutes prepared for review and approval by the Historic Preservation Commission.

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

There was none.

11. STAFF REPORT

PUBLIC INPUT AND ITEMS OF INTERST

- 312 West Green Street – Mr. Ricci stated that the owner, Sylvia Sullivan, had contacted City staff seeking assistance in finding a contractor to replace the half-round gutters on her historic landmark home and bed-and-breakfast. The existing gutters are leaking and need to be replaced to avoid damaging the side of the house. He stated that Chair Novak had emailed the names of two contractors that could help Ms. Sullivan. He is waiting to hear from Ms. Sullivan as to what her decision will be whether to replace the gutters with new half-round gutters or to seek a Certificate of Appropriateness to allow a non-historic type of gutter.
- 202 North Broadway Avenue – Mr. Ricci stated that he submitted a request to the Illinois State Historic Preservation Office to review a proposed accessibility ramp.
- Dr. Ellis Subdivision Historic or Neighborhood Conservation District – Mr. Ricci stated that he has not received a response. He explained what a Neighborhood Conservation District would be.
- Grants Management Division Programmatic Agreement with the Illinois State Historic Preservation Office – Mr. Ricci stated that the City’s Planning Division and the Grants Management Division are working together on an agreement to allow the Grants Management Division to complete historic reviews of properties that would have project work done funded by CDBG or HOME funds.
- HPC Member Update – Mr. Ricci stated that Renee Pollock tendered her resignation, effective immediately.

- Building Permit Fee Waivers – Mr. Ricci stated that formally there is no language codified in the City’s Schedule of Fees that waives building permit fees for historic properties. Planning staff is working on this with staff from the Building Safety Division and the Finance Department.
- Certified Local Government Assessment and Reporting – Mr. Ricci stated that Jon Pressley, SHPO CLG Program Coordinator, is scheduling a quadrennial CLG review in the next week or so. An annual report is also due in December, which now requires updated biographies of the Historic Preservation Commission members.

HISTORIC PROPERTY ACTIVITIES

Certificates of Appropriateness in Progress or Review

Mr. Ricci talked about the following projects that have had some progress:

- 8 Buena Vista Court – The owner, Henry Strehlow, has made little progress due to the weather.
- 210 South Race Street – Some demolition has been done on the membrane roof and some removal and assessment of the half-timber trim. He talked about the review process by the National Park Service on historic projects.

Zoning Issues

Mr. Ricci talked about the following:

- 1404 South Lincoln Avenue AND 502 and 504 West Elm Street – No Updates.
- 612 West Green Street – Mr. Ricci stated that he spoke with the owner. The owner stated that he would submit a Certificate of Appropriateness the week of August 30th. Mr. Ricci said he would send the owner a reminder and if he does not receive an application this week, then he will issue a Zoning Ordinance Violation Warning.
- 801 West Oregon Street – Mr. Shepard stated that he spoke with Chris Enck about removing the sign posts. If it doesn’t get done by his local caretaker, then Mr. Enck said he would do it himself when he comes to town.

12. STUDY SESSION

ISHPO Programmatic Agreement

Mr. Ricci introduced Breaden Belcher, Community Development Specialist in the City’s Grants Management Division. Mr. Belcher approached the Historic Preservation Commission to speak about a Programmatic Agreement between the City of Urbana, the Illinois State Historic

Preservation Office (SHPO) and the Advisory Council on Historic Preservation (ACHP). He explained that the purpose of the agreement is to delegate authority for the completion of Section 106 reviews to the City of Urbana. Because the Grants Management Division in the City of Urbana receives funding from the U.S. Department of Housing and Urban Development (HUD), the Grants Management staff is required to complete Section 106 on new projects using that funding.

Mr. Belcher reviewed the current Section 106 review process, which can take two weeks to thirty days. If there is an emergency furnace repair, this time restraint can be challenging. The agreement would allow City staff who are determined to be Qualified Personnel to streamline the process by performing the Section 106 review in-house. The agreement will go into effect on October 1, 2021, and expire on September 30, 2026.

Mr. Belcher talked about the requirements to become Qualified Personnel. He noted that the requirements are outlined in 36 CFR Part 61 of the Secretary of the Interior's Professional Qualification Standards for History or Architectural History.

Mr. Belcher reviewed activities that are exempt from the project review and discussed the Historic Preservation Commission's role. He stated that he would answer any questions that the Commission members may have.

Chair Novak asked who initiated the agreement. Mr. Belcher replied that City staff pursued the agreement due to the large number of emergency grant repairs they receive through the City's Senior Repair Program, Accessibility Program, and Energy Efficiency Program. These critical programs assist low- to moderate-income residents in the City of Urbana. So, City staff contacted SHPO.

Mr. Shepard asked if the City of Champaign does something similar. Mr. Belcher replied no, they do not have a Programmatic Agreement. It is not very common. He mentioned that SHPO was happy to work with the City of Urbana in establishing the agreement because it alleviates some of their workload as well. He pointed out that the Agreement would only apply to HUD-funded programs.

Mr. Hays and Chair Novak each commented about the training required to become Qualified Personnel. Mr. Belcher noted that the Agreement is only good if the City has staff that qualifies. If there is a turnover in staff, and no one qualifies, then the City must notify SHPO. Mr. Ricci added that the City may be interested in requiring a historic background when filling specific staff roles in the future to ensure that we always have Qualified Personnel to conduct the reviews.

Mr. Hays asked if Mr. Belcher had any concerns about taking on the responsibility of handling Section 106 reviews given his current workload. Mr. Belcher replied that it is already his responsibility to submit Section 106 reviews to SHPO. The Programmatic Agreement would simplify his workload as he would no longer have to go back and forth with SHPO.

Mr. Ricci explained that the Programmatic Agreement would be considered a procedural agreement that would require only the Mayor's signature, not a vote by City Council. The Historic

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Preservation Commission agreed unanimously via straw poll to approve the Programmatic Agreement.

13. ANNOUNCEMENTS

Chair Novak announced that Parkland Gallery would be exhibiting Laura O'Donnell's art work from September 2, 2021, until October 16, 2021.

14. CLOSED SESSION

To Consider Security Procedures, Pursuant to 5 ILCS 120/2(c)(8)

Mr. Shepard moved that the Historic Preservation Commission enter into closed session at 7:38 pm. Ms. O'Donnell seconded the motion. The motion was approved by unanimous voice vote.

After the closed session ended, Mr. Hays moved that the Historic Preservation Commission re-enter the regular meeting at 7:58 pm. Mr. Shepard seconded the motion. The motion was approved by unanimous voice vote.

15. ADJOURNMENT

Mr. Shepard moved to adjourn the meeting at 7:59 p.m. The meeting was adjourned.

Submitted,



Marcus Ricci, AICP
Historic Preservation Commission Recording Secretary