

**MINUTES OF A REGULAR MEETING**

**URBANA HISTORIC PRESERVATION COMMISSION**

**DATE:** October 6, 2021

**APPROVED**

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

**PLACE:** Zoom Webinar

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

**MEMBERS ATTENDING AT CITY BUILDING:** Gina Pagliuso

**STAFF PRESENT:** Marcus Ricci, Planner II; Katherine Trotter, Planner I; UPTV Camera Operator

**OTHERS PRESENT REMOTELY:** None

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

Chair Novak called the meeting to order at 7:04 p.m. Roll call was taken, and a quorum was declared present with all members present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the August 4, 2021 and September 1, 2021 regular meetings of the Historic Preservation Commission were presented for approval. Ms. Pagliuso recommended the following change to the August 4, 2021 minutes:

- Page 5, 1<sup>st</sup> Paragraph – It should read as such, “Ms. Pagliuso stated that there was no mention about any changes to the ~~doors~~ exterior wall enclosed by that opens to the inside of the shopping mall.”

Mr. Hays moved to approve the August 4, 2021 minutes as amended and the September 1, 2021 minutes as written. Mr. Shepard seconded the motion. The August 4, 2021 minutes were approved by unanimous vote, and the September 1, 2021 minutes were approved by a majority vote with the abstention of Ms. Pagliuso.

**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**

Ms. Pagliuso had emailed Mr. Ricci regarding the apparent removal of the half-timbering from the 1923 section of the Urbana Landmark Hotel; this was addressed at the last meeting. Ms. Pagliuso said that she did not get a chance to check on any historic properties this month.

Mr. Shepard inquired about the ground-breaking at Hotel Royer. Ms. Novak stated that her understanding is that the original date for the ground-breaking was postponed until Opening Day.

**11. STAFF REPORT**

**HISTORIC PRESERVATION MONTH ACTIVITIES**

**PUBLIC INPUT AND ITEMS OF INTEREST**

Mr. Ricci reviewed the following items listed on the written staff report:

- 202 North Broadway Avenue (US Post Office/Urbana Champaign Independent Media Center – The Illinois State Historic Preservation Office (SHPO) approved the proposed accessibility ramp, subject to future city staff review.
- Dr. Ellis Subdivision Historic or Conservation District – No change: the neighborhood members have not responded to a recent email from Mr. Ricci.
- Programmatic Agreement with SHPO – Illinois SHPO signed the five-year agreement, so now the bulk of the senior home repair and accessibility review will be handled by City staff, which will speed up review time.
- HPC Member – An application was submitted by someone to serve on the Historic Preservation Commission. There are currently two vacancies. The Commission members can make recommendations to fill the vacancies.

- Certified Local Government (CLG) Assessment and Reporting – Jon Pressley, SHPO CLG Program Coordinator, conducted Urbana’s quadrennial CLG review and needs two things. The first is an updated biography of each commission member, and the second is to know if any members have attended at least one informational or training event in the past year. Please send member biographies – including education and background related to historic preservation – to Mr. Ricci and Teri Andel.
- CLG Grant Cycle Open – Application period is October 1, 2021 through November 15, 2021. Mr. Ricci came up with the idea to submit a grant application to update/streamline/digitize the City’s Demolition Delay List and Historic Survey Inventory.

## **HISTORIC PROPERTY ACTIVITIES**

### **Certificates of Appropriateness in Progress or Review**

Mr. Ricci gave a brief update on the following:

- 2 Buena Vista Court – Stucco work will begin soon, and then porch metal roof and basement egress windows can be completed.
- 4 Buena Vista Court – No update
- 8 Buena Vista Court – No update on either the exterior stucco repair or the access ramp removal/stair sidewall removal/porch repair
- 3 Buena Vista Court – Rumors are that the owners want to renovate the property and put it on the market. He will send a postcard or letter to the owners to inform them that they will need to apply for a Certificate of Appropriateness if they should want to make changes to the outside of the home. Chair Novak suggested taking photos of the property before the owner makes any changes to it.
- 210 South Race Street (Hotel Royer) – The owner has made some progress on the membrane roof and has provided material samples. He can share those if any Commission member is interested. No progress has been made on the shingle roof as of yet. Ms. Pagliuso stated that the entire shingle roof was replaced recently by the previous owner; this was done under an earlier Certificate of Appropriateness.

Mr. Ricci also reported on SHPO’s approval of the amendment to allow stacked-stone cladding on the north entrance and the porte cochere. The owner is continuing to install trim on the 1982 addition and assessing the half-timber trim on the 1923 hotel. He anticipates a second amendment will be submitted to permit replacement of trim on the 1923 hotel.

## **Zoning Issues**

Mr. Ricci reported on the following:

- 1404 South Lincoln Avenue – Mr. Shepard noted that the sign posts were supposed to be removed earlier today; however, he drove by there and the posts are still there. He plans to contact the owner again.
- 612 West Green Street – Mr. Ricci stated that the owner submitted an application for a Certificate of Appropriateness, which he needs to review yet.
- 801 West Oregon Street – Mr. Ricci stated that the posts have been removed thanks to Mr. Shepard.

Mr. Ricci stated that he has been following a discussion on the National Alliance of Preservation Commissions listserv regarding historic preservation info sharing with property owners. He stated that this has been discouraged since the Historic Preservation Ordinance is part of the Urbana Zoning Ordinance, and the same kind of information sharing is not happening for other topics or requirements related to the Zoning Ordinance.

**12. STUDY SESSION**

There was none.

**13. ANNOUNCEMENTS**

Mr. Ricci explained the procedure for Closed Session. Ms. Pagliuso thought the vote on the minutes should be held outside of the closed session. Mr. Shepard stated that he had not received a copy of the minutes for the previous closed session. Mr. Ricci suggested postponing the approval of the minutes for the Closed Session on September 1, 2021, so he could get more clarification.

**14. CLOSED SESSION**

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

The Historic Preservation Commission continued this item to the next meeting.

**15. ADJOURNMENT**

Mr. Shepard moved to adjourn the meeting at 7:36 p.m. The meeting was adjourned.

Submitted,



Marcus Ricci, AICP  
Historic Preservation Commission Recording Secretary