

**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