

**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

**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.

- 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

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

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

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.

**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.

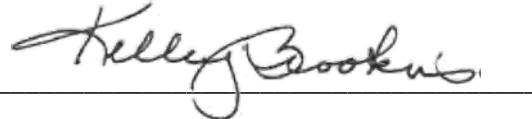
B. Execution of this MOA by the FTA and the SHPO and implementation of its terms is evidence that the FTA has taken into account the effects of this undertaking on the historic property and has afforded the SHPO and ACHP opportunity to comment pursuant to Section 106 of the NHPA.

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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**

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(SHPO LOG # 01053124)**

**REQUIRED SIGNATORY**

**Illinois State Historic Preservation Officer**

**SIGNED  
BY:**

Carey L. Mayer

**DATE:** 12/16/2025

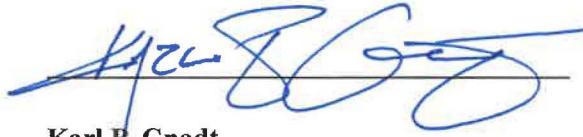
**Carey L. Mayer, AIA  
Deputy State Historic Preservation Officer  
Illinois Department of Natural Resources**

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CHAMPAIGN COUNTY, ILLINOIS  
(SHPO LOG # 01053124)**

**INVITED SIGNATORY**

Champaign-Urbana Mass Transit District

SIGNED  
BY:



Karl B. Gnadt  
Managing Director/Chief Executive Officer

DATE: 12/12/2025

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(SHPO LOG # 01053124)**

**CONCURRING PARTY**

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

**SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**BY:** \_\_\_\_\_  
**Phyllis B. Winters-Williams**

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**CONCURRING PARTY**

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

**SIGNED** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**BY:** \_\_\_\_\_  
**DeShawn Williams, Mayor**

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**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)

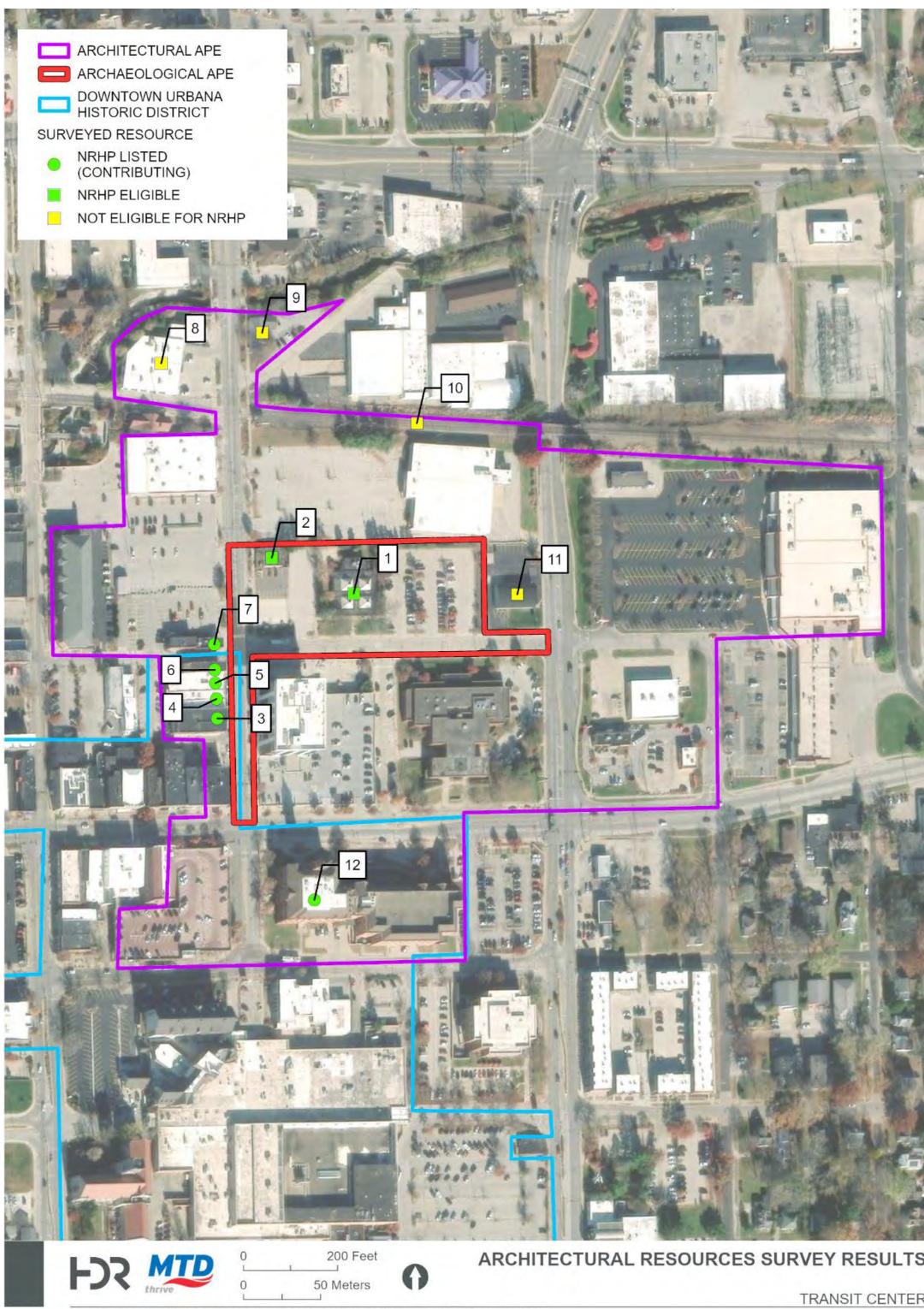
Preservation and Conservation Association of Champaign County (PACA)

DOWNTOWN URBANA TRANSFER CENTER PROJECT (SHPO LOG # 01053124)

Memorandum of Agreement

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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



Illinois  
Department of  
**Natural  
Resources**

J.B. Pritzker, Governor • Natalie Phelps Finnie, Director  
One Natural Resources Way • Springfield, Illinois 62702-1271  
[www.dnr.illinois.gov](http://www.dnr.illinois.gov)

### 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.**

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

**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".

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)

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



**Illinois Department of  
Natural Resources**

One Natural Resources Way Springfield, Illinois 62702-1271  
[www.dnr.illinois.gov](http://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.

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

*Memorandum of Agreement*

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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.



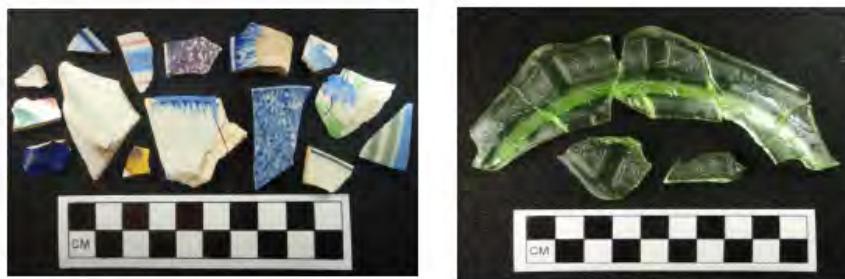
The majority of pre-contact Native American artifact assemblages are comprised of lithic "debitage" or fragments (flakes, chips) of stone (usually chert or flint), which are the byproducts of tool manufacture.



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 the 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.