

- 1. Roll Call & Introductions**
- 2. Approval of Minutes**
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- 3. Communication and Reports**
 1. Report from the July 4, 2026, Celebration Committee
- 4. Old Business**
- 5. New Business**
 1. Discussion and Action Regarding Preservation Commission Membership to Landmarks Illinois
 2. Information and Discussion on the Development of a 2026 Endangered Places List for Carbondale
 3. Review and Discussion on the Standing and Special Committees of the Preservation Commission
- 6. Comments from the Public, Commission Members, or Staff**
- 7. Adjournment**



MINUTES
Preservation Commission
Monday, February 23rd, 2026
City Hall/Civic Center– 5:30 p.m.

1. **Roll Call:** K. Mueller called the meeting to order at 5:30 pm.
 - a. **Members Present:** Rhodes, Ashby, Bittle, Grant, Young, Stanfield (Ex-Officio)
 - b. **Members Absent:** Zurlinden (Excused), Brown (Excused)
 - c. **Staff Present:** Mueller, Gibson
 - d. **Guests:** Bonnie McDonald, Michael Ruiz

2. **Approval of Minutes:** T. Grant made a motion to approve. B. Ashby seconded. The motion passed unanimously.
3. **Communication and Reports:**
 1. Presentation on Preservation Strategies and Financing by Bonnie McDonald, CEO of Landmark Illinois
 - Ms. McDonald presented on Landmarks Illinois and the organization’s *Relevancy Guidebook* along with different resources available at the organization. Commissioners engaged in a discussion with Ms. McDonald on various challenges for preservation in the City of Carbondale.
4. **Old Business:**
 1. Update and discussion on the July 4, 2026, celebration
 - Commissioner Young provided an update to the Commission.
5. **New Business:**
 1. Consideration of an Application for a Certificate of Appropriateness 26-01 – Michael Ruiz, 601 West Oak Street, for the Replacement of an Existing Deck
 - Mr. Ruiz gave a presentation to the Commission outlining past renovations to the home and his plans for the replacement of the existing deck with a deck that matches the porch on the front of the house. Commissioners Rhodes, Grant, Young, and Bittle asked questions clarifying Mr. Ruiz’s plans.
 - A motion to approve the Certificate of Appropriateness for the replacement of the existing deck with a new porch matching the front of the house was made by T. Grant; seconded by B. Ashby. The motion passed unanimously.
 2. Approval of the Preservation Commission’s 2026 Meeting Calendar
 - A motion to approve was made by B. Rhodes; seconded by T. Bittle. The motion was approved unanimously.

6. Comments from the Public, Commission Members, or Staff:

1. Staff Update on Upcoming 2026 Historic Preservation Awards

- K. Mueller reminded the Commission that the applications for the 2026 Historic Preservation Awards are open through the end of the day on March 23rd, and encouraged any Commissioner interested in nominating a property to submit their application.

7. Adjournment: A motion to adjourn was made by T. Grant; seconded by B. Ashby. The meeting was adjourned at 7:21 p.m.

DRAFT

The City of Carbondale’s Preservation Commission is proposing an annual Endangered Properties List to be published each May in conjunction with National Preservation month. This disclaimer will be added to each list. The list will include photos and a description of each identified property.

The following list was adopted by the Carbondale Preservation Commission for the sole purpose of promoting public awareness of buildings and structures that, in the opinion of the Commission, have historic value and are believed to be at risk of being lost due to significant deterioration and/or imminent demolition. The Commission’s purpose and role is to promote the identification, designation, preservation and protection of Carbondale’s historic buildings, homes and neighborhoods. The Commission is authorized to engage in public awareness activities of this nature under Section §15.5.5.3.J of the Carbondale Revised Code. The listing of a building or structure does not constitute an act of enforcement of any law or regulation, nor does it constitute a legal action against any person or entity.

The information contained herein has been obtained from various sources, including nominations submitted by the public. While City staff and Preservation Commissioners have attempted to verify information to the extent feasible, neither the City nor the Preservation Commission cannot make any assurances as to its completeness and/or accuracy. Please report any corrections to the City of Carbondale Planning Services Division by phone at 618-457-3248 or by email at kmueller@carbondaleil.gov.

The following is an example of a typical listing:

BROADWAY THEATRE – 805 BROADWAY



In its heyday, the Broadway Theatre was associated with both 20th Century Fox and Paramount Pictures. It originally opened with a showing of the motion picture *The Sheik*, starring Rudolph Valentino. It was first-rate, with state-of-the-art equipment, an orchestra pit, stage facilities, and a grand marquee. The main floor and the balcony had a total seating capacity for 1,200 persons. Today, the 1921 theatre stands vacant, and the marquee is long gone. In April 2021, the City condemned the building due to a fire that destroyed the roof and damaged the upper story of the front section. A few months later, a nonprofit corporation acquired the building, with plans to rehabilitate and repurpose it as a multi-purpose venue. However, no progress has been made, and the City is moving forward with soliciting

bids for demolishing the entire building. The theatre was added to the National Register of Historic Places in 2015. (On Endangered Buildings List since 2012)



The City of Carbondale Preservation Commission

Standing and Special Committees FY2027

~ Draft ~

STANDING COMMITTEES

Certificate of Appropriateness Review:

- Brian Rhodes
- Justin Zurlinden
- Betsy Brown

Alternate:

- Tony Bittle
- Bruce Ashby

Education & Technical Assistance:

- Geoff Young
- Betsy Brown

Alternate:

- Tony Bittle
- Justin Zurlinden

Nomination and Hardship Review:

- Brian Rhodes
- Justin Zurlinden

Alternate:

- Betsy Brown
- Tony Bittle

Preservation Work Plan

- Vacant
- Vacant

Alternate:

- Vacant
- Vacant

SPECIAL COMMITTEES

July 4th Community Event:

- Geoff Young
- Betsy Brown

matters requiring particular expertise. The Commission shall employ such staff and contract for such goods and services necessary to its goals as shall be approved through the City's normal purchasing system.

E. Committees:

1. Standing Committees:

The Chairperson shall appoint members of the Commission to a one (1) year-term on one or more Standing Committees. The Standing Committees shall be: Nomination and Hardship Review, Education and Technical Assistance, Certificate of Appropriateness Review and Preservation Work Plan.

The Chairperson shall solicit from each Commissioner his/her preference as to Committee assignment and/or interest in particular work area(s). Such preference shall be honored to the fullest extent possible in making Committee assignments. The Certificate of Appropriateness Review Committee shall have three (3) regular members and three (3) alternate members to serve whenever a regular member is unavailable to serve or cannot serve because of a potential conflict of interest.

The purpose and duties of each of these Committees are described in Article IV of these Rules. The Chairperson, or the Commission, may assign to each Committee other work as is necessary and appropriate to accomplish the goals and purposes of the Commission.

The Chairperson shall appoint Committee Chairpersons who shall report to the Commission regularly on the Committee's work.

2. Special Committees:

The Chairperson, or the Commission, may establish and appoint members and associate members to Special Committees at any time to consider any special problem or topic, or to undertake any special assignment.

I Duties of Committees

A. Nomination and Hardship Review Committee:

Duties Include:

1. Conduct a preliminary review and make a preliminary determination on applications for district designation in accordance with Section 15-2D-

1D.2 of the Carbondale Revised Code.

2. If an application for district designation is found by the Commission to meet the criteria for designation, Committee members shall participate in the preliminary conference with the applicant, in accordance with Section 15-2D-1D.3, to draft proposed design standards for the designation.
3. Prepare the recommendation on an application for district designation for presentation at the public hearing before the Commission.
4. Participate in amending or rescinding designations pursuant to Section 15-2D-1D.8 of the Carbondale Revised Code.
5. Review applications for Certificate of Economic Hardship prior to a public hearing on the request being scheduled. The Committee may solicit testimony and/or require the applicant to submit additional information in accordance with Section 15-2D-1F.6 of the Carbondale Revised Code.
6. If following the public hearing an application for a Certificate of Economic Hardship is delayed, the Committee shall investigate possible alternate plans for the property pursuant to Section 15-2D-1F.6 of the Carbondale Revised Code.
7. Direct the Executive Secretary to keep a register of all property and improvements which have been designated for preservation under the ordinance, including all information required for each designation. The directory shall be referred to as the Carbondale Register of Historic Places.
8. Advise the Commission on recommendations to the City Council regarding the nomination of landmarks and historic districts to the state and national registers.
9. Direct the Executive Secretary to keep a list of all property and improvements which have been listed in the Carbondale, Illinois and/or National Register of Historic Places.

B. Education and Technical Assistance Committee:

Duties Include:

1. Conduct an ongoing survey to identify properties, improvements and areas that have historic, architectural, or community interest and to prepare applications for nomination when appropriate.
2. Make recommendations to the Commission on the contents of a local

preservation plan or comprehensive preservation program.

3. Monitor actual or proposed demolitions or major alterations affecting property listed in the Carbondale, Illinois or National Register of Historic Places and other architecturally or historically significant properties, improvements or areas.
4. Advise and assist owners of property or structures on physical and financial aspects of preservation, renovation, rehabilitation and reuse, and/or procedures for inclusion on the Carbondale, Illinois and/or the National Register of Historic Places.
5. Recommend to the Commission an appropriate system of markers for designated landmarks and buildings or structures within districts consistent with other provisions of the City Code.
6. Coordinate activities designed to inform and educate the citizens of Carbondale concerning the historic and architectural heritage of the City. These activities may include brochures, a newsletter, historic tours, etc.
7. Arrange for the Commission to be represented at a minimum of one informational or educational meeting per year approved by the State Historic Preservation Officer.
8. Make recommendations to the Commission on retaining experts for technical advice.
9. Make recommendations to the Commission on applications and the matters before other City Boards and Commissions that may have an effect on a designated district or historically or architecturally significant property, structure or area.
10. Make recommendations to the Commission on advising the City Council on the use of such gifts, grants, property interest or money as may be designated by the grantor for the purposes of preservation.
11. Make recommendations to the Commission on conferring recognition upon the owners of property or structures within designated districts-by means of certificates, plaques, markers or other means.
12. Prepare all required application and survey forms for review and approval of Commission.

C. Certificate of Appropriateness Review Committee:

Duties Include:

1. Draft guidelines for Commission approval for the Executive Secretary to determine if an application for a Certificate of Appropriateness is routine.
2. Review routine applications for Certificates of Appropriateness in accordance with Section 15-2D-1F.4 of the Carbondale Revised Code.
3. Prepare written notice of action taken on every application reviewed including the reasons for approval or denial of the request.

D. Preservation Work Plan Committee:

Duties Include:

1. Periodically review the Carbondale Historic Preservation Plan and advise the Commission on recommendations of any appropriate amendments to the Plan.
2. Prepare an Annual Work Plan for the Commission to review and approve at the April meeting of each year. The purpose of the Annual Work Plan is to develop the Commission's preservation activities for the fiscal year beginning May 1st and ending April 30th.
3. Prepare and maintain a Master Work Plan for the Commission to review and approve at the April meeting of each year. The purpose of the Master Work Plan is to develop the Commission's short-term and intermediate preservation activities.
4. Periodically review the City of Carbondale's Zoning Ordinance and advise the Commission on recommendations to the Planning Commission and the City Council on any amendments appropriate for the protection and continued use of property or structures within designated districts.