

- 1. Roll Call & Introductions**
- 2. Approval of Minutes**
  1. Approval of Minutes from the March 16, 2026, Preservation Commission Meeting
- 3. Communication and Reports**
  1. Report from the July 4 Celebration Committee
- 4. Old Business**
- 5. New Business**
  1. Discussion and Action on a Certificate of Appropriateness for the Old Depot at 131 South Illinois Avenue
  2. Review of Proposed Locations for Inclusion in the 2026 Carbondale Endangered Places List
  3. Discussion and Action Regarding Submissions for the 2026 Historic Preservation Awards Program
  4. Election of Officers
  5. Review and Action on the Standing and Special Committees of the Preservation Commission
  6. Discussion on Possible Local Historic Designation for the Paul Simon Federal Building
- 6. Comments from the Public, Commission Members, or Staff**
- 7. Adjournment**



## Agenda Item Details

**Meeting:** April 20, 2026 - Preservation Commission Meeting  
**Category:** Approval of Minutes  
**Subject:** Approval of Minutes from the March 16, 2026, Preservation Commission Meeting  
**Type:**  
**Recommended Action:** Adopt the Minutes of the March 16, 2026, Preservation Commission Meeting.  
**Goals:**  
**Originating Department:** City Clerk

**Background:**

**Additional Information:**

**Attachments:**

1. DRAFT Preservation Commission Minutes 3.16.26

**Motion & Voting:** Adopt the Minutes of the March 16, 2026, Preservation Commission Meeting.

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None

Nay: None



**MINUTES**  
**Preservation Commission**  
**Monday, March 16<sup>th</sup>, 2026**  
**City Hall/Civic Center– 5:30 p.m.**

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1. **Roll Call:** K. Mueller called the meeting to order at 5:35 pm.
  - a. **Members Present:** Rhodes, Brown, Bittle, Young, Stanfield (Ex-Officio)
  - b. **Members Absent:** Zurlinden (Excused), Brown (Excused)
  - c. **Staff Present:** Mueller
  - d. **Guests:** Steven Underwood

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2. **Approval of Minutes:** B. Rhodes made a motion to approve. B. Brown seconded. The motion passed unanimously.
3. **Communication and Reports:**
  1. Report from the July 4, 2026, Celebration Committee
    - a. B. Brown and G. Young provided an update to the Commission. Discussion focused on location of the event, participants, and the desire to bring in a model train exhibit as a component of the event. Commissioners were in support of this idea.
4. **Old Business:**
  1. None.
5. **New Business:**
  1. Discussion and Action Regarding Preservation Commission Membership to Landmarks Illinois
    - a. Commission members discussed the benefits of membership. Discussion occurred regarding the use of Preservation funds to purchase membership for all sitting Commissioners not covered under the Preservation Commission membership option. Commissioners agreed that information provided by Landmarks Illinois as part of membership could be incorporated into future meeting agenda packets.
    - b. B. Brown made a motion to authorize staff to purchase Preservation Commission membership to Landmarks Illinois for the Preservation Commission Chair and staff liaison. G. Young Seconded. The motion passed unanimously.
  2. Information and Discussion on the Development of a 2026 Endangered Places List for Carbondale
    - a. K. Mueller updated the Commission on discussions in 2025 to create an endangered places list for Carbondale. Commission members discussed the desired approach for creating an endangered places list. Commissioners agreed to create an endangered places list for 2026, even if it does not coincide with National Preservation Month. K. Mueller suggested that Commission members submit

locations for consideration to the staff liaison for discussion and consideration at the April meeting. One of the Preservation Committees would then be assigned to create the endangered places list for consideration and approval at a future meeting.

3. Review and Discussion on the Standing and Special Committees of the Preservation Commission
  - a. K. Mueller informed the Commission of the different Committees approved in the Commission by-laws. K. Mueller stated that these Committees have not met in over a year and expressed a desire for these committees to meet going forward at least once per quarter and to provide a report of any meetings to the staff liaison for Commission agenda packets. K. Mueller also informed the Commission that the Commission would vote on assignments to each Committee at the April meeting and encouraged Commissioners to think about which Committees they would like to serve on.

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

1. Speakers included B. Brown, T. Bittle, K. Mueller, and Steven Underwood. B. Brown provided updates on various upcoming Preservation events in Carbondale and Murphysboro. K. Mueller updated the Commission on the deadline for 2026 Historic Preservation Award nominations, and a survey open through the State Preservation Office to solicit stories for feature as part of the State's celebration of the 250<sup>th</sup> anniversary. Steven Underwood thanked the Commissioners for the work they do and expressed interest in attending future meetings.

**7. Adjournment:** A motion to adjourn was made by G. Young; seconded by B. Rhodes. The meeting was adjourned at 6:26 p.m.



## Agenda Item Details

**Meeting:** April 20, 2026 - Preservation Commission Meeting  
**Category:** Communication and Reports  
**Subject:** Report from the July 4 Celebration Committee  
**Type:** Information  
**Recommended Action:** Receive the Monthly Report from the July 4 Subcommittee on Current Planning Activities for the July 4 Celebration.  
**Goals:**  
Goal 4: Encourage responsible and progressive economic development/tourism/arts and entertainment.  
Goal 3: Demonstrate fiscal responsibility and transparency while providing high-quality City services.  
Goal 1: Provide a high quality of life and foster a sense of community.  
**Originating Department:** Community Development

**Background:**

**Additional Information:**

**Attachments:**

None

**Motion & Voting:** Receive the Monthly Report from the July 4 Subcommittee on Current Planning Activities for the July 4 Celebration.

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None

Nay: None



## Agenda Item Details

<b>Meeting:</b>	April 20, 2026 - Preservation Commission Meeting
<b>Category:</b>	New Business
<b>Subject:</b>	Discussion and Action on a Certificate of Appropriateness for the Old Depot at 131 South Illinois Avenue
<b>Type:</b>	Action, Discussion
<b>Recommended Action:</b>	Approve a Certificate of Appropriateness for the replacement of an existing door at the Old Depot.
<b>Goals:</b>	Goal 3: Demonstrate fiscal responsibility and transparency while providing high-quality City services. Goal 5: Provide high-quality City infrastructure. Goal 4: Encourage responsible and progressive economic development/tourism/arts and entertainment.
<b>Originating Department:</b>	Community Development

**Background:** The City of Carbondale owns the historic Illinois Central Railroad Passenger Depot at 131 S. Illinois Avenue. The interior of the building was previously reconfigured to accommodate two office suites. One suite is currently vacant and is proposed to be leased as a regional office serving the southern Illinois portion of the state for United States Senator Tammy Duckworth.

To meet federal security and operational requirements associated with a U.S. Senate office, a modification to the exterior entrance serving the vacant suite is required. The project proposes to replace the existing wooden exterior entrance door (see attached photo) with a more secure door assembly, as shown in the attached rendering. The existing original door will be salvaged and preserved.

The proposed replacement door is designed to enhance security while maintaining compatibility with the historic character of the building. The door will fit within the existing opening, with no alteration to the surrounding masonry or structural elements. The design has been developed to be consistent in scale, proportions, and finish with the building's exterior features.

The Preservation Commission is asked to review and consider approval of the proposed exterior door replacement as presented.

### Additional Information:

#### Attachments:

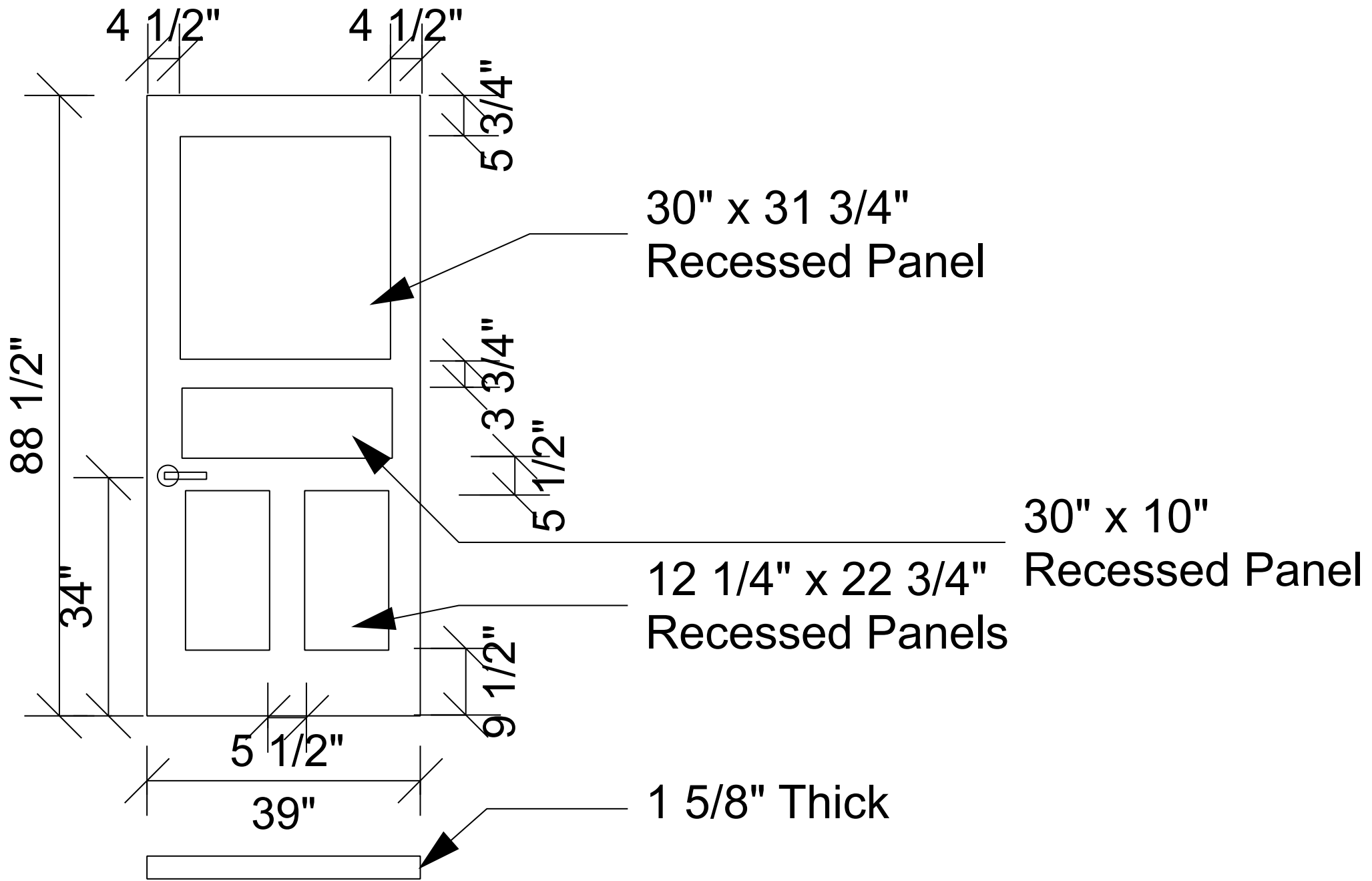
1. Old Depot Exterior Door Detail (proposed)
2. Existing Door to be Replaced and Preserved

**Motion & Voting:** Approve a Certificate of Appropriateness for the replacement of an existing door at the Old Depot.

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None  
Nay: None



Old Depot Replacement Door  
 (painted to match)



# CARBONDALE CHAMBER OF COMMERCE

MONDAY-THURSDAY  
9AM-5PM  
FRIDAY  
9AM-4:30PM

**CARBONDALE**  
CHAMBER OF COMMERCE

**WE MOVED!**  
Visit us at our new office at  
1760 Innovation Drive  
Carbondale, IL 62901  
www.carbondalechamber.com



WARNING  
PROPERTY DAMAGE  
IF OPENED FROM  
INSIDE



## Agenda Item Details

<b>Meeting:</b>	April 20, 2026 - Preservation Commission Meeting
<b>Category:</b>	New Business
<b>Subject:</b>	Review of Proposed Locations for Inclusion in the 2026 Carbondale Endangered Places List
<b>Type:</b>	Discussion, Information
<b>Recommended Action:</b>	Review Submissions for the Endangered Places List and Discuss Next Steps
<b>Goals:</b>	Goal 1: Provide a high quality of life and foster a sense of community. Goal 4: Encourage responsible and progressive economic development/tourism/arts and entertainment. Goal 3: Demonstrate fiscal responsibility and transparency while providing high-quality City services.
<b>Originating Department:</b>	Community Development

**Background:** At the May 19th, 2025, Preservation Commission meeting, the Commission voted to create an endangered places list for the City of Carbondale with the goal of the first endangered places list being created in 2026, specifically with the intent to release it as part of National Preservation Month. The intent of the list is to bring attention to structures in Carbondale with significant architectural, historical, or event significance that are in danger of falling into disrepair beyond salvaging. The goal is that bringing attention to the structure will increase the likelihood of the structure or place being restored and preserved. It is not intended in any capacity to shame, criticize, or otherwise demean owners of older building stock in town, nor imply anything regarding the ability of property owners to maintain their property.

Endangered Places lists are utilized by other communities, including Cape Girardeau and Paducah, the state of Illinois, and nationally across the U.S. to bring attention to significant structures or places and encourage their preservation. An endangered places list for Carbondale would be specific to Carbondale locations. The purpose, intent, and composition of the endangered places list are described in greater detail in the attached document that the Commission approved May 19th, 2025.

At the March 16, 2026, Preservation Commission meeting, Commissioners expressed a desire to move forward with creating an endangered places list for Carbondale for 2026. The Commissioners agreed to submit locations for consideration to the staff liaison for discussion at the April Preservation Commission meeting. Once the list of locations is approved, one of the Preservation Committees will be tasked with preparing the list for consideration and approval by the Preservation Commission at a future meeting, and ultimately seek approval by the Carbondale City Council.

One location was submitted for discussion, which is attached for reference and discussion.

### Additional Information:

#### Attachments:

1. Endangered Places List Proposal
2. 2026 - Proposed Endangered Places List - C. of Carbondale - 4.13.26

**Motion & Voting:** Review Submissions for the Endangered Places List and Discuss Next Steps

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None

Nay: None

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 [kmuller@carbondaleil.gov](mailto:kmuller@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 20<sup>th</sup> 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)

**Proposed City of Carbondale, IL Endangered Places List 2026**

1. Paul Simon Federal Building – 250 West Cherry Street



## Agenda Item Details

**Meeting:** April 20, 2026 - Preservation Commission Meeting  
**Category:** New Business  
**Subject:** Discussion and Action Regarding Submissions for the 2026 Historic Preservation Awards Program  
**Type:** Action, Discussion, Information  
**Recommended Action:** Review and Select Properties to Award a Historic Preservation Award for 2026.  
**Goals:**  
Goal 1: Provide a high quality of life and foster a sense of community.  
Goal 4: Encourage responsible and progressive economic development/tourism/arts and entertainment.  
Goal 6: Enhance residential development/rehabilitation/home ownership.  
**Originating Department:** Community Development

**Background:** Each year, the Preservation Commission sponsors Historic Preservation awards for the preservation of historic structures and properties. Awards are based on one of the following categories:

**Preservation:** This includes buildings that have been kept in their original architectural style and are being used for their original purpose.

**Restoration:** Properties that have been restored to their original style or appearance.

**Sympathetic Addition:** Construction of an addition to an existing structure that is consistent with the property's original architectural style.

**Compatible New Construction:** Any new structure that is consistent with the neighborhood's original architectural style or that utilizes historic building materials and techniques.

**Adaptive Reuse:** Existing structures that have maintained their original architectural style but are not being used for their original purpose.

Attached for the Preservation's consideration are two properties that have been nominated for an award:

1. 211 W Oak St (submitted as 212 W Jackson St), Elks Lodge
2. 401 S Illinois Ave, Southern Illinois Multimodal Station

211 W Oak St was submitted for the Preservation category and 401 S Illinois Ave was submitted as a Compatible New Construction. The Commission is asked to review the applications included with this agenda item and discuss selections for the 2026 Historic Preservation Awards Program.

### Additional Information:

#### Attachments:

1. Preservation Nomination - 212 W Jackson Street (211 W Oak) - Elks Lodge Building
2. Preservation Nomination - 401 S Illinois Ave

**Motion & Voting:** Review and Select Properties to Award a Historic Preservation Award for 2026.

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None

Nay: None

**Print**

**Historic Preservation Awards Program - Submission #20549**

**Date Submitted: 2/10/2026**

The City of Carbondale Preservation Commission seeks nominations for the 2025 Historic Preservation Awards Program. Any property located within Carbondale City limits is eligible for nominations. All residential, commercial, public, and religious buildings are eligible for consideration. Anyone can submit nominations; however, property owners are encouraged to nominate their property. All nominations are due no later than 5:00 p.m. on Monday, March 23, 2026. The awards will be presented at a City Council meeting in May in coordination with National Preservation Month. If you have questions regarding the Historic Preservation Awards Program or other Preservation Commission activities, contact the Planning Services Division at (618) 457-3258.

**PROPERTIES MAY BE NOMINATED FOR ONE OF THE FOLLOWING FIVE CATEGORIES:**

**1. Preservation:**

This includes buildings that have been kept in their original architectural style and are being used for their original purpose.

**2. Restoration:**

Properties that have been restored to their original style or appearance.

**3. Sympathetic Addition:**

Construction of an addition to an existing structure that is consistent with the original architectural style of the structure.

**4. Compatible New Construction:**

Any new structure that is consistent with the original architectural style of the neighborhood or that utilizes historic building materials and techniques.

**5. Adaptive Reuse:**

Existing structures that have maintained their original architectural style, but are not being used for their original purpose.

**JUDGING CRITERIA:**

\* Impact of the project on the community; \* Quality and level of difficulty of the project; \* Degree to which the project serves as an example of excellence in historic preservation and influences others

The City of Carbondale Preservation Commission reserves the right to disqualify any nomination that is incomplete or does not meet the nomination requirements.

**Address of Nominated Property\***

212 W. Jackson St Carbondale IL

**CATEGORY (Select One)\***

- Preservation
- Restoration
- Sympathetic Addition
- Adaptive Reuse
- Compatible New Construction

**PROPERTY TYPE (Select One)\***

Commercial
  Residential
  Public
  Religious
  Other Property

Submit photographs of the nominated property for Commission review. \*

inbound648763892977698583.jpg

**CONTACT INFORMATION FOR NOMINATOR:**

<b>Name*</b>	<b>Phone*</b>
Andrew Zieba	+16189240094

<b>Mailing Address*</b>	<b>Email (optional)</b>
212 W Jackson St Carbondale IL 62901	azieba@voglerford.com

**Electronic Signature Agreement\***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

**Electronic Signature\***

Andrew J Zieba

**Briefly describe the project as it relates to the following criteria:**

**1. Impact of the project on the community:**

We have given over million dollars to organizations Carbondale since 1911 and have been located in the same location since 1911

**2. Quality and level of difficulty of the project:**

We are a brick constructed building and throughout the years we have used this building for so many fundraisers, weddings, family reunions, celebrations of life and other great community events

**3. Degree to which the project serves as an example of excellence in historic preservation and influences others:**

Since 1911 we have been serving the needs of the community. The degree of impact we had in the community makes us unique. Original structure was built in 1911, and the event center was added in the mid fifties. We have helped thousands of people throughout the years, including veterans, disadvantage, new borns, and seniors

# Print

## Historic Preservation Awards Program - Submission #20766

**Date Submitted: 3/3/2026**

The City of Carbondale Preservation Commission seeks nominations for the 2025 Historic Preservation Awards Program. Any property located within Carbondale City limits is eligible for nominations. All residential, commercial, public, and religious buildings are eligible for consideration. Anyone can submit nominations; however, property owners are encouraged to nominate their property. All nominations are due no later than 5:00 p.m. on Monday, March 23, 2026. The awards will be presented at a City Council meeting in May in coordination with National Preservation Month. If you have questions regarding the Historic Preservation Awards Program or other Preservation Commission activities, contact the Planning Services Division at (618) 457-3258.

### **PROPERTIES MAY BE NOMINATED FOR ONE OF THE FOLLOWING FIVE CATEGORIES:**

#### **1. Preservation:**

This includes buildings that have been kept in their original architectural style and are being used for their original purpose.

#### **2. Restoration:**

Properties that have been restored to their original style or appearance.

#### **3. Sympathetic Addition:**

Construction of an addition to an existing structure that is consistent with the original architectural style of the structure.

#### **4. Compatible New Construction:**

Any new structure that is consistent with the original architectural style of the neighborhood or that utilizes historic building materials and techniques.

**5. Adaptive Reuse:**

Existing structures that have maintained their original architectural style, but are not being used for their original purpose.

**JUDGING CRITERIA:**

\* Impact of the project on the community; \* Quality and level of difficulty of the project; \* Degree to which the project serves as an example of excellence in historic preservation and influences others

The City of Carbondale Preservation Commission reserves the right to disqualify any nomination that is incomplete or does not meet the nomination requirements.

**Address of Nominated Property\***

401 South Illinois Ave. "Southern Illinois Multimodal Station" (SIMMS)

**CATEGORY (Select One)\***

<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Preservation	Sympathetic Addition	Compatible New Construction
<input type="radio"/>	<input type="radio"/>	
Restoration	Adaptive Reuse	

**PROPERTY TYPE (Select One)\***

<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Commercial	Public	Other Property
<input type="radio"/>	<input type="radio"/>	

Residential

Religious

**Submit photographs of the nominated property for Commission review. \***

SIMMS Ext 3.jpg

**CONTACT INFORMATION FOR NOMINATOR:**

**Name\***

Mark Andrew Bollmann

**Phone\***

6187135577

**Mailing Address\***

200 S. Illinois Ave. Carbondale IL 62901

**Email (optional)**

mbollmann@carbondaleil.gov

**Electronic Signature Agreement\***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.



I agree.

**Electronic Signature\***

Mark A. Bollmann

**Briefly describe the project as it relates to the following criteria:**

**1. Impact of the project on the community:**

The SIMMS facility replaces an aging, deteriorating, and functionally obsolete train/bus station in downtown Carbondale, IL (401 S. Illinois Ave) with a new station that will bring together multiple modes of transportation into one safe, efficient, and convenient location to serve all of southern Illinois. SIMMS will provide better access to public transportation to the surrounding rural counties and will better connect those users to regional services in Carbondale.

**2. Quality and level of difficulty of the project:**

The planning and development of the design was a difficult task due to the number of agencies that have partnered with us. Starting with our grant funding's, the Federal Transportation Agency (FTA) and the Illinois Department of Transportation (IDOT). Our other partners, Amtrak, local area Mass Transit, Greyhound, Southern Illinois University, Carbondale Tourism, and Man-Tra-Con, (a local work program). Every partner had a say in how they would like their area to be designed, Amtrak being the most stringent. This facility is being built out of the highest quality materials so that it will last for 100 years.

**3. Degree to which the project serves as an example of excellence in historic preservation and influences others:**

The new Southern Illinois MultiModal Station (SIMMS) intentionally, and with City Council approval, reflects in design the turn of the last century (and previous centuries) 'traditional' railroad stations. An alternate, more modern design was also presented, and a unanimous vote approved of the historical design. The use of red brick - matching not only the more current City Hall, but importantly, the brick at the 'original' train station one block north was selected for that context. Further, the red brick is framed with decorative concrete masonry unit columns emulating the stone finish of a classical motif from those period stations. Included in that motif is the pleasant rhythm of the large, arch top, windows reminiscent of famous stations such as Grand Central Station in New York. Not only do the large windows provide openness and grandeur for the traveler, but they are also intended to fulfill an Amtrak design requirement that the station provide 'transparency' - enabling the public to see through the building to the awaiting track-side trains and those travelers engaged in using the station; more properly reflective for a 'hub' of many transportation uses such as SIMMS. Calling attention to the importance of the station is the Southwest or "Main" Tower. Also classical in motif at roughly 60 feet tall, it is intended as the beacon for the traveler's immediate assurance they have arrived at their transit point - and in a timely manner as displayed by the large clocks on all four compass points below an arch-top roof line. The Northwest Tower - a miniature version of the main tower, also acknowledges to bypassing traffic and pedestrians the SIMMS stately position literally at the 'crossroads' of Carbondale. The finished station will include a centerline free-standing arch-top pass-through frontis-piece with wing walls just forward of the NW Tower as a transition to Northwest Plaza. This element serves to step the scale of the structure down to the pedestrian level for those passing by - or through, or just relaxing in the plaza.



## Agenda Item Details

<b>Meeting:</b>	April 20, 2026 - Preservation Commission Meeting
<b>Category:</b>	New Business
<b>Subject:</b>	Election of Officers
<b>Type:</b>	Action
<b>Recommended Action:</b>	Nominate and Select a Commission Chair and Vice-Chair For a One-year Term for FY-27.
<b>Goals:</b>	Goal 3: Demonstrate fiscal responsibility and transparency while providing high-quality City services.
<b>Originating Department:</b>	Community Development

**Background:** Under the Carbondale Preservation Commission Bylaws, elections of Officers are held annually at the April Preservation Commission meeting. The Commission Chair and Vice-Chair are elected for one-year terms, and are eligible to be re-elected annually. The Chair is responsible for leading public hearings for nominations of designation for historic properties and districts, and appointing Commissioners to serve on one or more standing committees. Nominations for the Chair and Vice-Chair may be made by the Nomination and Hardship Committee and on the floor during the meeting by any Commissioner. The current Chair and Vice-Chair are:

Brian Rhodes, Chair  
Justin Zurlinden, Vice-Chair

### Additional Information:

#### Attachments:

1. Preservation Commission Bylaws, Revised 11-14-2022

**Motion & Voting:** Nominate and Select a Commission Chair and Vice-Chair For a One-year Term for FY-27.

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None

Nay: None

**BYLAWS**  
**CARBONDALE PRESERVATION COMMISSION**  
**Amended November 14, 2022**

**I. General Provisions**

- A. Authority: The Carbondale Preservation Commission shall be governed by the terms of the Carbondale Revised Code, particularly (1) Section 15-2D-1, adopted by Ordinance No. 89-73, adopted by the Carbondale City Council on October 3, 1989, and as amended by Ordinance No. 91-21, adopted by the Carbondale City Council on April 16, 1991, and by Ordinance No. 2004-81, adopted by the Carbondale City Council on November 9, 2004, under authority granted to Home Rule municipalities under Article VII, Section 6 (a) of the Illinois Constitution (1970) and Chapter 24, Section 11-48.2-1 et seq. of the Illinois Revised Statutes; (2) the meetings of the Public Agencies Act, Chapter 102 et seq. of the Illinois Revised Statutes; (3) the latest edition of Robert's Rules of Order; and (4) the Rules contained herein.

In the event that the Rules contained in the Bylaws conflict with any provision of the Carbondale Revised City Code then the latter shall control. The City Attorney shall be consulted in cases where the powers of the Commission are not clearly defined.

- B. Amendment of Bylaws: The Bylaws of the Commission may be amended by the affirmative vote of five (5) members. Written notice of proposed amendments to the Bylaws shall be provided to Commission members seven (7) days prior to the meeting at which they are to be voted on.
- C. Annual Report: The Commission shall prepare an annual report for submittal to the City Council and the State Historic Preservation Officer. The report shall contain such information as requested by the City Council and shall meet the requirements of the Certified Local Government Program.
- D. Public Policy Statements: Any public policy statement issued by the Commission shall be authorized by a majority vote of the Commission.

The record of the vote shall appear in the minutes of the meeting at which the vote was taken. Such meetings shall meet the requirements of the Open Meetings Act of Illinois.

Any public statement by an individual member of the Commission concerning Commission activities shall be indicated as the personal opinion of the member.

All copies of public policy statements shall be sent to the City Council.

- E. Purpose of Commission: The purposes of the Commission are detailed in Section 15-2D-1A of the Carbondale Revised Code.

I Meetings

- A. Regular meetings shall be held on the third Monday of each month at 5:30 P.M. in the City Council Chambers or other suitable public buildings, unless decided and announced otherwise.
- B. Special meetings may be called at anytime by the Chairperson or upon a written request of three (3) Commission members.
- C. An annual meeting shall be held on the third Monday of each April at 7:00 P.M. The purpose of the annual meeting is to elect new officers, establish the meeting schedule for the forthcoming year, approve an Annual Work Plan and the Master Work Plan for the Commission to implement preservation activities.
- D. Meetings may be cancelled or postponed by the Chairperson upon notice being given to all Commissioners seven (7) days prior to the meeting. Upon the written objection from two (2) Commission members within three (3) days, the meeting must be held as scheduled.
- E. Committee meetings, or other special events, need not be held in a public building, and detailed minutes need not be maintained at such meetings. However, a record of all such proceedings will be maintained, documenting attendance, time, place, and the subject of the meeting.
- F. The Executive Secretary will maintain minutes of all regular and special meetings, showing the vote upon every question.
- G. No meeting shall be closed from view of the public except for meetings closed pursuant to the provisions of the "Meetings of Public Agencies Act."
- H. A quorum shall consist of a majority of the voting members. Each Commissioner shall have one (1) vote. Every act, order, rule, regulation or resolution of the Commission shall be approved by a simple majority of the quorum present, except as otherwise specified in Section 15-2D-1 of the Carbondale Revised Code or these Bylaws. An abstention from members voting shall not be counted as a vote.

Voice votes may be taken on motions, resolutions and appointments, except where a roll call vote is specifically requested by any Commissioner or is required by these Bylaws.

Roll call votes are required on any changes in the Bylaws, on all recommendations for district designations, Certificates of Appropriateness and Certificates of Economic Hardship.

- I. Meetings may be held for informational purposes in the absence of a quorum, but no official action may be taken without the presence for that action of a quorum. If a Commissioner is present who abstains from voting because of a conflict of interest, the Commissioner shall nonetheless count towards a quorum.
- J. Public Notice of all Commission meetings shall be given by the Executive Secretary at least 48 hours in advance in accordance with the Open Meetings Act.
- K. Order of Business: Meetings shall be conducted in the following order of business:
  - 1. Roll Call and Determination of Quorum
  - 2. Approval of Minutes
  - 3. Public Hearings
  - 4. Communications and Reports
  - 5. Old Business
  - 6. New Business
  - 7. Comments by the Public, Commission Members or Staff
  - 8. Adjournment
- L. Public Hearing Procedures:
  - 1. Notices for Public Hearings on Designation of Districts and Economic Hardship shall be made pursuant to Section 15-2D-1D.5 and 15-2D-1F.6 respectively of the Carbondale Revised Code.
  - 2. The Nomination and Hardship Review Committee shall present its recommendation (which may include expert testimony) to the Commission and answer any questions from the Commissioners.
  - 3. The applicant and/or owner shall have an opportunity to present any information they feel is relative to the request before the Commission. The Commission may question the applicant and/or owner.
  - 4. Any person in support of the request shall have an opportunity to speak. Commissioners may question any person speaking in favor of the request.

5. Any person in opposition to the request shall have the opportunity to speak. Commissioners may question any person speaking in opposition to the request.
6. Any public opinions submitted in writing shall be read aloud and become a part of the hearing.
7. Anyone may question anyone about a matter previously raised in the hearing.
8. The hearing shall be closed upon completion of all testimony.
9. The Commission shall make its recommendation on district designations pursuant to Section 15-2D-1D.5 and its recommendation on certificates of economic hardship pursuant to Section 15-2D-1F.6.

### III. Personnel

#### A. Members:

1. The Commission shall consist of nine (9) voting members. The composition of the Commission and appointment of members shall be in accordance with Section 15-2D-1C.1 of the Carbondale Revised Code.
2. In addition to the requirements and responsibilities in Section 15-2D-1C.1 the Commission members shall also be required to perform the following:
  - a. A resume, including the members interest, their credentials or expertise in historic preservation, shall be submitted to the Executive Secretary within 60 days of appointment to the Commission.
  - b. Each member shall, if requested by the Chairperson, be required to serve on at least one Standing Committee.
  - c. Prior to a vote being taken on any matter before the Commission a Commissioner having any interest in the matter being discussed shall divulge such interest to the Commission.

- #### B. Associate Members: The Commission may recommend appointment of associate members to the Commission whose expertise or interest shall be deemed necessary or desirable to further the work of the Commission. Associate members shall be appointed by the Mayor with the consent of the City Council and serve

for a period of up to one (1) year. Associate members may serve for more than one term and shall serve without compensation. Associate members shall be non-voting members of the Commission.

C. Officers: Commission officers shall consist of at least a Chairperson and a Vice Chairperson.

1. Nominating Committee: A Nominating Committee of not less than two (2), or more than three (3), members shall be appointed by the Chairperson, or by the Vice Chairperson in the absence of the Chairperson, in March of each year to propose nominations for Chairperson and Vice Chairperson who must be elected by the Commission at the annual meeting in April of each year.
2. Election of Chairperson and Vice Chairperson: The Chairperson, shall conduct the election of a Chairperson and Vice Chairperson at the annual meeting in April of each year.
  - a. The person conducting the election shall open nominations for the office of Chairperson, and accept the recommended nomination for Chairperson from the Nominating Committee if so offered, and accept any other nominations from the floor. If no motion to close nominations is made, nominations shall be declared closed and proceed to select the Chairperson from the nominees. A majority vote of the members present is required to elect the Chairperson. If the newly elected Chair is present, (s)he shall immediately assume the role of the Chairperson.
  - b. The person conducting the election shall open nominations for the office of Vice Chairperson, and accept recommended nomination for Vice Chairperson from the Nominating Committee if so offered, and accept any other nominations from the floor. If no motion to close nominations is made, nominations shall be declared closed and proceed to select the Vice Chairperson from the nominees. A majority vote of the members present is required to elect the Vice Chairperson.

D. Staff:

1. The Executive Secretary shall be a representative of the Development Services Department of the City of Carbondale, and said Department shall provide services to the Commission pursuant to Section 15-2D-1C.4 of the Carbondale City Code.
2. The Commission may, from time to time, enlist special assistance in

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 1<sup>st</sup> 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.



## Agenda Item Details

<b>Meeting:</b>	April 20, 2026 - Preservation Commission Meeting
<b>Category:</b>	New Business
<b>Subject:</b>	Review and Action on the Standing and Special Committees of the Preservation Commission
<b>Type:</b>	Action, Discussion
<b>Recommended Action:</b>	Establish New Standing Committee Membership for FY-27 and Set Meeting Dates and Times for Each Committee
<b>Goals:</b>	Goal 3: Demonstrate fiscal responsibility and transparency while providing high-quality City services. Goal 4: Encourage responsible and progressive economic development/tourism/arts and entertainment.
<b>Originating Department:</b>	Community Development

**Background:** The Preservation Commission Bylaws create four standing committees of the Preservation Commission, whose members are appointed in April each year for one-year terms. The four committees are:

1. Nomination and Hardship
2. Education and Technical Assistance
3. Certificate of Appropriateness
4. Preservation Work Plan

The duties of the four committees are outlined in the bylaws, which are attached for reference. Special Committees may also be created to serve specific functions. There is one current Special Committee:

1. July 4 Celebration Committee

As previously noted, Commissioners are appointed by the Preservation Chairperson, which occurs at the April Preservation Commission meeting for the new fiscal year. Currently, the Preservation Work Plan Committee has no Commissioners assigned to it. Of the four committees and one special committee, only the special committee meets with any regularity. Commissioners should identify which Standing Committees they desire to serve on. All Commissioners should serve on at least one Standing Committee.

Commissioners are encouraged to discuss the desired direction of the Committees moving forward to ensure each Committee completes the duties of each committee as outlined in the bylaws. Staff suggests that each Committee meet, at minimum, once per quarter. It should be noted that the Chairperson or Commission may assign work to each Committee as deemed necessary and appropriate to accomplish the goals of the Preservation Commission. When standing committees meet, minutes of what was discussed or accomplished shall be provided for inclusion in the next Preservation Commission meeting agenda packet.

**Additional Information:**

**Attachments:**

1. Preservation Standing Committees Duties and Responsibilities from 2022 Bylaws
2. Standing Committee Members FY 2027 (draft)

**Motion & Voting:** Establish New Standing Committee Membership for FY-27 and Set Meeting Dates and Times for Each Committee

Motion by None, seconded by None.

Final Resolution: Motion

Yea: None

Nay: None

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:

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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.

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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.

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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.
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## 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 4<sup>th</sup> Community Event:**

- Geoff Young
- Betsy Brown



## Agenda Item Details

**Meeting:** April 20, 2026 - Preservation Commission Meeting  
**Category:** New Business  
**Subject:** Discussion on Possible Local Historic Designation for the Paul Simon Federal Building  
**Type:** Discussion, Information  
**Recommended Action:** Discuss New Updates on the Paul Simon Federal Building and Next Steps  
**Goals:**  
Goal 1: Provide a high quality of life and foster a sense of community.  
Goal 4: Encourage responsible and progressive economic development/tourism/arts and entertainment.  
Goal 3: Demonstrate fiscal responsibility and transparency while providing high-quality City services.  
**Originating Department:** Community Development

**Background:** In 2025, an endangered place list was released by Landmarks Illinois, a state non-profit preservation-focused agency, that identified the Paul Simon Federal Building as being at risk of demolition. Following the release of that report, the Preservation Commission discussed a potential local historic designation for the building at the May 2025 meeting.

At the May 2025 meeting, the Commissioners agreed that the first step would be for the Nomination and Hardship Committee to draft a letter for distribution to the state's federal elected officials. A letter was drafted during the summer of 2025 and was approved by the Commission at the meeting of August 18, 2025. In March 2026, the Commission Chair received notification from Congressman Bost's office that a preliminary review of the building found that it would be eligible for local designation, with the building owner, the General Services Administration (GSA) supporting local designation.

Any efforts to pursue local designation for the Paul Simon Federal Building will ultimately need to be initiated by the property owner. This item is intended to be an informational update for the Preservation Commission.

### Additional Information:

**Attachments:**  
None

**Motion & Voting:** Discuss New Updates on the Paul Simon Federal Building and Next Steps

Motion by None, seconded by None.  
Final Resolution: Motion  
Yea: None  
Nay: None