



DATE: Monday, May 04, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: James Quisenberry, Ward 7

A. Call to Order and Roll Call

B. Approval of Minutes of Previous Meeting

C. Additions to the Agenda

D. Presentations and Public Input

1. Update on ARPA – Champaign County Regional Planning Commission (CCRCP) & Exec

E. Staff Report

1. Capital Improvement Plan Presentation – PW

F. New Business

1. **Ordinance No. 2026-05-012:** An Ordinance Approving a Major Variance (Reduction of Required Parking Lot Shade Trees at 706 South Glover Avenue / Case No. ZBA-2026-MAJ-01) – CD
2. **Resolution No. 2026-05-017R:** A Resolution Authorizing the Execution of an Intergovernmental Agreement for Residential Electronics and Household Hazardous Waste Collection – PW
3. **Resolution No. 2026-05-018R:** A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List – Exec
4. **Resolution No. 2026-05-019R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for Maya Quetzal, Inc., d/b/a Tres Nopales, 114 South Race Street – Exec

G. Discussion

1. Surveillance Ordinance

H. Council Input and Communications

I. Adjournment

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://www.urbanail.gov/executive-department/page/urbana-public-television>.

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanail.gov. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or

behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanail.gov



City of Urbana
 400 S. Vine Street, Urbana, IL 61801
www.urbanailinois.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: May 4, 2026, Committee of the Whole
Subject: An Ordinance Approving a Major Variance (Reduction of Required Parking Lot Shade Trees at 706 South Glover Avenue / Case No. ZBA-2026-MAJ-01)

Summary

Action Requested

City Council is being asked to consider a major variance to reduce the required number of parking lot shade trees as part of the parking lot improvements proposed as part of the Public Works Campus Improvement projects located at 706 South Glover Avenue, in the IN-1 Light Industrial/Office Zoning District.

Zoning Board of Appeals Recommendation

On April 15, 2026, the Zoning Board of Appeals (ZBA) reviewed and voted unanimously to recommend that Council approve a major variance to reduce the required number of parking lot shade trees, with the following conditions:

- Construction shall be in general conformance with the submitted site plan;
- A maximum of eight shade trees, based on the 73 net-new parking spaces, shall be planted along the perimeter of the expanded parking area;
- The final number and placement of the trees shall be determined by the Zoning Administrator in consultation with the City Arborist, and City Engineer.

Relationship to City Services and Priorities

Impact on Core Services

As described in the 2026-2030 Capital Improvement Plan (CIP) the Public Works Campus Improvement projects address essential improvements to major mechanical, electrical, plumbing, structural, and roofing of the existing Public Works facilities to ensure long-term function and accommodate centralizing all Public Works staff (except Landscape Recycling Staff) to the Public Works Campus on Glover Avenue. The requested major variance supports the improvements to the Public Works facility, including parking lot circulation, fleet operations, and overall site functionality. Public Works provides essential municipal services such as street maintenance, snow removal, infrastructure repair, and daily operational support for City functions. The parking lot improvements are part of a broader facility improvement effort intended to accommodate growing operational needs as the City continues to expand. Approval of the variance will support efficient delivery of these core municipal services by addressing site constraints associated with the expanded parking area and improving overall site functionality.

Strategic Goals & Plans

This property will continue to be used as the Public Works facility. The requested variance supports improvements to the existing site and continued operation of essential municipal services. This is generally consistent with Big Idea 2: “Urbana is Both Financially and Environmentally Resilient” in the Imagine Urbana Comprehensive Plan (2025). This goal is related to supporting the long-term health of public infrastructure and services.

Previous Council Actions

On June 2, 2025, the City Council passed The Capital Improvement Plan (Fiscal Years 2026-2030), which included the “Public Works Campus Improvements – Updated Costs”.

Discussion

The Public Works Campus Improvement projects contemplate improvements to the parking lot to accommodate an on-site salt storage for winter operations, an expanded parking lot for staff, and enhanced traffic flow for large vehicles. Operation of the facility requires relatively large maneuvering areas and unobstructed circulation space to allow for safe movement of trucks and service vehicles. These vehicles include fleet vehicles, Vactor trucks, snowplows, and dump trucks. Also, a substantial portion of the site is allocated for salt storage, materials storage, and a detention basin—which further reduces usable area for service vehicles. The proposed modifications to the parking layout improve maneuverability and operational efficiency, but do not include shade trees required under Article VIII of the Urbana Zoning Ordinance for parking lots containing more than twenty (20) spaces. The applicant therefore seeks a Major Variance to eliminate the required parking lot shade trees. Planting shade trees within the parking lot would interfere with the maneuverability of large municipal fleet vehicles and limit operational flexibility. The applicant states that maintaining unobstructed paved areas is necessary to support the operational needs of the Public Works facility.

The attached Zoning Board of Appeals Staff Report and Minutes from the April 15, 2026, meeting contain additional background information and discussion.

Fiscal and Budget Impact

None.

Community Impact

No members of the public testified at the April 15, 2026, ZBA public hearing and no objection to the variance was received. The requested Major Variance is associated with improvements to the existing Public Works facility and does not introduce any new uses or functions to the site that do not already exist. The project supports continued delivery of essential municipal services, including street maintenance, snow removal, and infrastructure operations, which benefit the broader community.

Recommendation

The legal criteria to grant any variance requires that there be a special circumstance or practical difficulty related to a parcel or structure that makes adhering to the Zoning Ordinance difficult or impossible. Staff recommend that City Council approve the Major Variance to reduce the required number of parking lot shade trees, subject to the conditions recommended by the Zoning Board of Appeals. Staff find that practical difficulties exist due to the operational needs of the Public Woks facility, specifically the operation of large vehicles, and the requested relief represents the minimum variation necessary while preserving the intent of the Zoning Ordinance.

Next Steps

If approved, staff will record the major variance with the Champaign County Recorder's Office, and the applicant may apply for building permits.

Attachments

1. An Ordinance Approving a Major Variance (Reduction of Required Parking Lot Shade Trees at 706 South Glover Avenue / Case No. ZBA-2026-MAJ-01)
2. Zoning Board of Appeals Staff Report and Minutes (April 15, 2026)

Originated by: Aimirou Sy, Planner II

Reviewed: Olivia Jovine, Community Development Services Director

Approved: Darius L. White, City Administrator

ORDINANCE NO. _____

AN ORDINANCE APPROVING A MAJOR VARIANCE

(Reduction of Required Parking Lot Shade Trees at 706 South Glover Avenue / Case No. ZBA-2026-MAJ-01)

WHEREAS, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the Urbana Zoning Ordinance provides for a major variance procedure to permit the Zoning Board of Appeals and the Corporate Authorities to consider applications for a major variance where there is a special circumstance or condition with a parcel of land or a structure; and

WHEREAS, the City of Urbana requests a major variance to reduce the required number of parking Lot shade trees associated with improvements to the existing Public Works facility at 706 South Glover Avenue, in the IN-1 (Light Industrial/Office) Zoning District; and

WHEREAS, the Zoning Board of Appeals held a public hearing on this request at 7:00 p.m. on April 15, 2026, in Case No. 2026-ZBA-MAJ-01; and

WHEREAS, in accordance with Urbana Zoning Ordinance Section XI-10, due and proper notice of such public hearing was given by publication in *The News-Gazette*, a newspaper having a general circulation within the City, on a date at least 15 days but no more than 30 days before the time of the public hearing, and by posting a sign containing such notice on the real property identified herein; and

WHEREAS, the Zoning Board of Appeals voted four ayes and zero nays to forward the case to the Urbana City Council with a recommendation to approve the requested variance, with three conditions; and

WHEREAS, the City Council finds that the requested variance conforms with the major variance procedures in Section XI-3.C.2.(e), of the Urbana Zoning Ordinance; and

WHEREAS, the City Council has considered the variance criteria established in the Urbana Zoning Ordinance and has made the following findings of fact:

1. Special circumstances or practical difficulties exist due to the operational needs of the City of Urbana Public Works facility, including fleet circulation, large vehicle maneuvering, utility constraints, and overall site functionality, which make strict compliance with the parking lot shade tree requirements impractical.
2. The requested variance will not serve as a special privilege because the relief is based on the unique operational needs of a municipal Public Works facility and is not intended to prove an advantage unavailable to similarly situated properties. The request would modify a design standard related to the parking lot landscaping to accommodate the operational needs of the existing municipal facility.
3. The requested variance does not remedy a hardship created by the applicant, but rather addresses existing site constraints and operational requirements associated with improvements to an existing municipal facility. The practical difficulties arise from the layout and function of the Public Works site and the need to maintain safe and effective fleet operations.
4. The requested variance will not alter the essential character of the surrounding area because the principal use of the property will remain unchanged as the Public Works facility. The request involves modification of parking lot landscaping requirements only and does not introduce new land use or incompatible site activity.
5. The requested variance will not create a nuisance for adjacent properties or public. Perimeter tree planting and final landscape review by the Zoning Administrator, in consultation with the City Arborist and City Engineer, will help preserve visual buffering and maintain compatibility with surrounding properties.
6. The requested variance represents the minimum deviation from requirements of the Zoning Ordinance necessary to accommodate the operational needs of the Public Works facility while preserving the intent of the parking lot landscaping standards through alternative perimeter tree placement.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Urbana, Illinois, as follows:

Section 1.

In Case No. ZBA-2026-MAJ-01, the major variance requested by the City of Urbana to reduce the required number of parking lot shade trees is hereby approved in the manner proposed in the application with the following conditions:

1. Construction must be in general conformance with the attached site plan, entitled “UPW Parking Summary - 706 South Glover Avenue - March 18, 2026” (Attachment 1).

2. Landscaping shall be provided along the perimeter of the expanded parking area where feasible. The number of shade trees shall be generally based on the number of new parking spaces added as part of the project seventy-three (73) spaces, resulting in up to eight (8) shade trees.
3. Final tree placement and feasibility shall be determined by the Zoning Administrator in consultation with the City Arborist and City Engineer.

The major variance described above shall apply to the City of Urbana public Works Facility located at 706 South Glover Avenue and the contiguous parcels under common ownership associated with the Public Works Campus, more particularly described as follows:

Parcel 1: 706 Glover Avenue

A part of the Northwest Quarter of Section 16, Township 19 North, Range 9 East of the Third Principal Meridian, Champaign County, Illinois, more particularly described as follows:

Beginning at the Northeast Corner of Washington Street and Glover Avenue, thence Northerly along the East Line of Glover Avenue 518.50 feet to a point 176.71 feet South of the South Line of Archie J. Hartle's First Subdivision, thence Easterly parallel to the South Line of Archie J. Hartle's First Subdivision 493 feet, thence Southerly parallel to the East Line of Glover Avenue 522.07 feet to the North Line of Washington Street; thence, Westerly along the North Line of Washington Street, 493 feet to the point of beginning all situated in the City of Urbana, in Champaign County, Illinois.

Except:

Beginning at the Northeast Corner of Washington Street and Glover Avenue, thence Northerly along the East Line of Glover Avenue Two Hundred Twenty-Five (225) feet, thence Easterly a Distance of Four Hundred Ninety-Three (493) feet to the West Right-of-Way Line a Distance of Two Hundred Twenty- Five (225) feet to the North Right-of-Way Line of Washington Street: Thence West along the North Right-of-Way Line of Washington Street, a Distance of Four Hundred Ninety-Three (493) feet to the place of Beginning, All situated in the City of Urbana, Champaign County, Illinois.

Commonly known as:

706 South Glover Avenue

P.I.N.: 92-21-16-182-008

Parcel 2: 704 Glover Avenue

Part of Lot 2 of Wm. Harvey's Subdivision of the East $\frac{1}{2}$ and part of the West $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of Section 16, Township 19 North, Range 9 East of the Third

Principal Meridian, as per plat recorded in Book “A” at Page 84 and described as follows:

Beginning at the Southeast corner of Archie J. Hartle’s First Subdivision, being a part of Lots 7 and 8 of a Subdivision of the Estate of William T. Webber, deceased, thence West along the South line of Archie Hartle’s First Subdivision, 493 feet to the Southwest corner of said Subdivision, thence South along the East side of Glover Street in the City of Urbana, Illinois, 176.7 feet to an iron pipe, thence East 493 feet parallel with the South line of said subdivision to an iron pipe, thence North 176.71 feet to the point of beginning, all in the City of Urbana, situated in Champaign County, Illinois.

Commonly known as:
704 South Glover Avenue
P.I.N.: 92-21-16-182-007

Parcel 3: 610 Glover Avenue

Lot Thirteen (13) of Archie J. Hartle’s Subdivision, as per plat recorded in Plat Book “F” at Page 87, situated in the City of Urbana, Champaign County, Illinois.

Commonly known as:
610 South Glover Avenue
P.I.N.: 92-21-16-182-006

Section 2.

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this _____ day of _____, _____.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, _____.

DeShawn Williams, Mayor

ATTACHMENT 1

Item F1.

Farnsworth
GROUP

2011 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(317) 632-7408 / info@f-w.com

www.f-w.com
Engineers / Architects / Surveyors / Scientists

DATE: 01/16/2008
BY: J. BRADLEY

BID/PERMIT SET

01/16/2008

CITY OF
URBANA
GROUP

Urbana - Public Works
Remodel

Urbana Public Works

708 Glover Avenue

Urbana, IL 61802

DATE: 01/16/2008

DESIGNED: DSC

DRAWN: EBM

REVIEWED: DSC

FIELD BOOK NO.: BMCham199A

PROJECT NO.: 0031608.00

SITE PLAN (NORTH)

C2.0

PROJECT NO.: 0031608.00

Farnsworth
GROUP

2011 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(317) 632-7408 / info@f-w.com

www.f-w.com
Engineers / Architects / Surveyors / Scientists

DATE: 01/16/2008

BY: J. BRADLEY

DESIGNED: DSC

DRAWN: EBM

REVIEWED: DSC

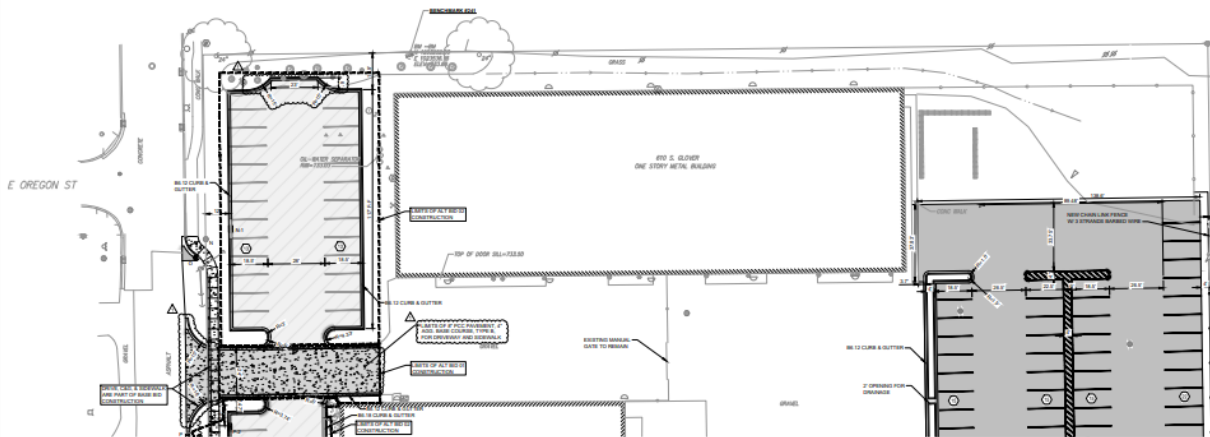
FIELD BOOK NO.: BMCham199A

PROJECT NO.: 0031608.00

SITE PLAN (SOUTH)

C2.1

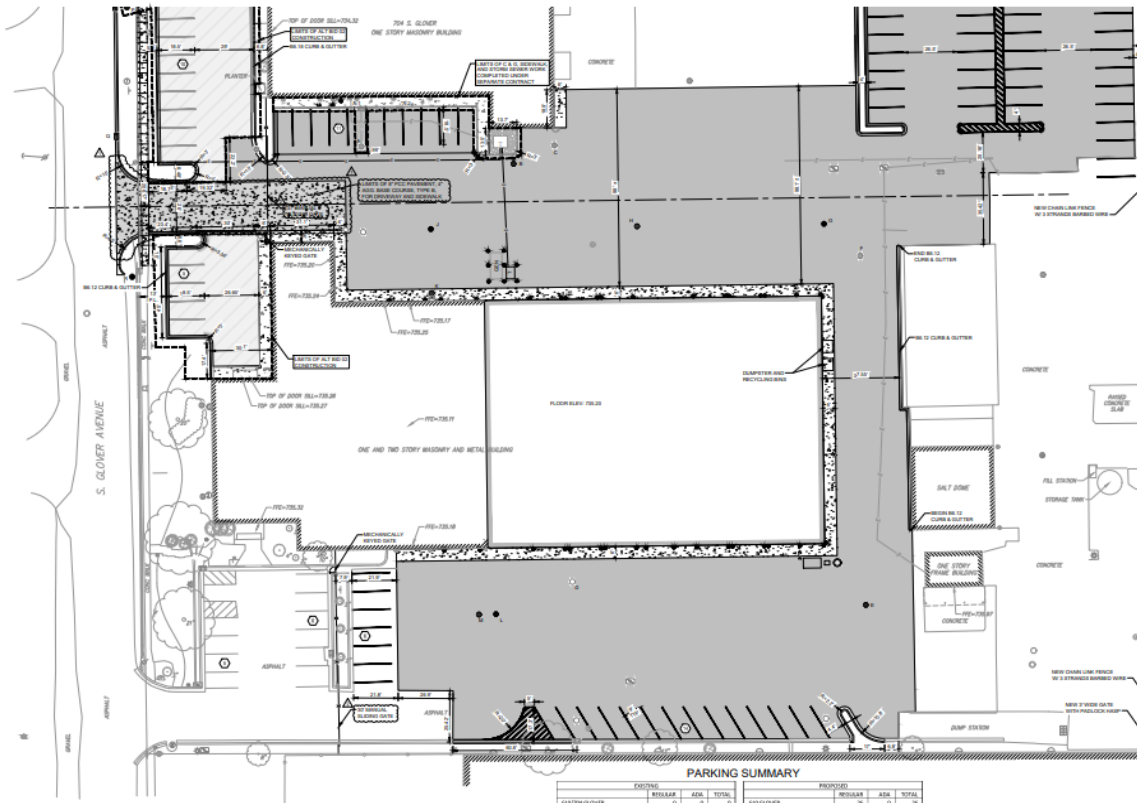
PROJECT NO.: 0031608.00



PARKING SUMMARY

	EXISTING			PROPOSED		
	REGULAR	ADA	TOTAL	REGULAR	ADA	TOTAL
EXISTING LOT	0	0	0	26	0	26
EXISTING PARKING	30	1	31	10	0	10
EXISTING TOTAL	30	1	31	36	0	36
PROPOSED LOT	0	0	0	11	0	11
PROPOSED PARKING	10	0	10	0	0	0
PROPOSED TOTAL	10	0	10	11	0	11
TOTAL	40	1	41	47	0	47

1 SITE PLAN (NORTH)
SCALE: 1"=20'



PARKING SUMMARY

	EXISTING			PROPOSED		
	REGULAR	ADA	TOTAL	REGULAR	ADA	TOTAL
EXISTING LOT	0	0	0	26	0	26
EXISTING PARKING	30	1	31	10	0	10
EXISTING TOTAL	30	1	31	36	0	36
PROPOSED LOT	0	0	0	11	0	11
PROPOSED PARKING	10	0	10	0	0	0
PROPOSED TOTAL	10	0	10	11	0	11
TOTAL	40	1	41	47	0	47

1 SITE PLAN (SOUTH)
SCALE: 1"=20'



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: Urbana Zoning Board of Appeals

FROM: Aimirou Sy, Planner II

DATE: March 18, 2026

SUBJECT: **ZBA-2026-MAJ-01:** A request by Jenna Joo, on behalf of the City of Urbana's Public Works Department for a Major Variance from the requirements to provide shade trees within parking areas at 706 South Glover Avenue in the IN-1 (Light Industrial/Office) Zoning District

Introduction

On behalf of the City of Urbana Public Works Department, Jenna Joo, Senior Project Architect at Farnsworth Group, requests a Major Variance to eliminate required shade trees within the surface parking area at 706 South Glover Avenue.

The Urbana Zoning Ordinance requires the Zoning Board of Appeals ("ZBA") to review the variance application and hold a public hearing. The Board may recommend approval to City Council by a two-thirds (2/3) majority vote, or recommend approval with conditions to City Council by a two-thirds (2/3) majority vote, or deny the request. The Board should either accept the specific staff findings or articulate their own specific findings based on the variance criteria established in Article XII of the Zoning Ordinance.

Staff recommend that the ZBA forward a recommendation to City Council to approve the requested Major Variance with conditions.

Background

The subject property consists of three contiguous parcels under common ownership by the City of Urbana. Together, the parcels comprise the City of Urbana Public Works facility, which functions as a municipal operations center responsible for maintaining streets, utilities, and other public infrastructure throughout the City.

As described in the 2026-2030 Capital Improvement Plan (CIP) the Public Works Campus Improvement projects address essential improvements to major mechanical, electrical, plumbing, structural, and roofing of the existing Public Works facilities to ensure long-term function and accommodate centralizing all Public Works staff (except Landscape Recycling Staff) to the Public Works Campus on Glover Avenue. Beyond addressing the core existing facility components, additional improvements include fleet building expansion, an addition of an on-site salt storage for winter operations, parking lot and traffic flow improvements, incorporating City-wide security improvements, and interior remodeling of common spaces and the front office areas.

The existing Public Works Campus contains administrative space, fleet vehicle storage, equipment storage, outdoor material storage, and associated circulation areas designed to accommodate large

municipal vehicles and service equipment. Surface parking areas are provided for employees and operational use.

The applicant proposes modifications to the parking layout to improve maneuverability and operational efficiency. The proposed parking configuration does not include shade trees required under Article VIII of the Urbana Zoning Ordinance for parking lots containing more than twenty (20) spaces. The applicant therefore seeks a Major Variance to eliminate the required parking lot shade trees.

Description of Site and Area

The subject property is located on the east side of Glover Avenue, north of East Washington street, and south of East Oregon Street.¹ The chart on this page identifies the current zoning, and existing and future land use of the site and surrounding properties (see Exhibits A, B, C, and D).

Table 1. Zoning and Land Use

Direction	Zoning	Existing Land Use	Place Types
Site	IN-1 (Light Industrial/Office District)	Social, Institutional, or Infrastructure-related activities	Neighborhood Centers
North	R-4 (Multiple-Family Residential District)	Residential	Neighborhood II
South	IN-1 (Light Industrial/Office District)	Social, Institutional, or Infrastructure-related activities	Neighborhood Centers
East	IN-2 (Heavy Industrial District)	Natural resources	Neighborhood II
West	B3 (General Business District)	Commercial	Neighborhood Centers

Discussion

Article VIII of the Urbana Zoning Ordinance requires shade trees to be planted on surface parking lots containing more than twenty (20) parking spaces. These landscaping requirements are intended to reduce urban heat island effects, improve stormwater interception, provide visual relief, and enhance the overall appearance of large paved areas.

The applicant proposes a parking configuration totaling one hundred fifty (150) parking spaces. Based on the ordinance requirement of one (1) shade tree for every nine (9) parking spaces, approximately seventeen (17) shade trees would ordinarily be required. The submitted site plan does not include any shade trees within the proposed parking area.

Staff confirmed that the site currently contains seventy-seven (77) existing parking spaces, meaning the project represents a net increase of seventy-three (73) parking spaces. The number of shade trees required from the net increase in spaces would be eight (8) shade trees. While the Zoning Ordinance calculates shade tree requirements based on the total number of parking spaces, staff evaluated the request in relation to the expansion of the parking area when considering potential mitigation measures.

According to the application, planting shade trees within the parking lot would interfere with the maneuverability of large municipal fleet vehicles and limit operational flexibility. The applicant states that maintaining unobstructed paved areas is necessary to support the operational needs of the Public Works facility.

Variance Criteria

Section XI-3 of the Urbana Zoning Ordinance requires the Zoning Board of Appeals to make findings based on variance criteria. The Zoning Board of Appeals must first determine, based on the evidence presented, whether there are special circumstances or special practical difficulties with reference to the parcel concerned, in carrying out the strict application of the ordinance. This criterion is intended to serve as a minimum threshold that must be met before a variance request may be evaluated.

The following is a review of the criteria outlined in the ordinance, followed by staff analysis:

1. *There are special circumstances or special practical difficulties with reference to the parcel concerned in carrying out the strict application of the ordinance.*

The subject property is developed as the City's Public Works facility and functions as a municipal operations yard. The site accommodates large fleet vehicles, maintenance, and equipment, and associated circulation areas necessary for municipal service operations. These operational characteristics require relatively large maneuvering areas and unobstructed circulation space to allow for safe movement of trucks and service vehicles. These vehicles include fleet vehicles, Vactor trucks, snowplows, and fire engines. Also, a substantial portion of the site is allocated for salt storage, materials storage, and a detention basin—which further reduces usable area for service vehicles.

Article VIII of the Zoning Ordinance requires shade trees to be planted within surface parking lots containing more than twenty (20) parking spaces. Based on the proposed parking configuration, approximately seventeen (17) shade trees would typically be required within the parking area. According to the applicant, the placement of trees would reduce maneuvering space and could interfere with the operations needs of public works vehicles.

Staff find this criterion met.

2. *The proposed variance will not serve as a special privilege because the variance requested is necessary due to special circumstances relating to the land or structure involved or to be used for occupancy thereof which is not generally applicable to other lands or structures in the same district.*

Property within the IN-1 (Light Industrial/Office) district that provides surface parking in excess of twenty (20) spaces are generally required to plant shade trees in accordance with Article VII of the Zoning Ordinance. The requested variance would allow the subject property to deviate from this requirement.

However, the requested relief is tied to the operational characteristics of a municipal Public Works facility, which differs from most office or light industrial uses typically located in the IN-1 district. The requested variance would not permit a more intensive use of the property or create additional development rights beyond those otherwise permitted in the district. Rather, the variance would modify a design standard related to the parking lot landscaping to accommodate the operational needs of the existing municipal facility.

Because the request relates specifically to the operational requirements of the Public Works facility and does not allow development that would otherwise be prohibited within the zoning district.

Staff find that the requested variance would not constitute a special privilege inconsistent with limitations placed upon other properties in the same district.

Staff find this criterion met.

3. *The variance requested is not the result of a situation or condition having been knowingly or deliberately created by the Petitioner.*

The subject property is an existing municipal Public Works facility that has long functioned as an operations yard for fleet vehicles equipment, maintenance equipment, and related municipal services. The proposed parking modifications are intended to improve operational efficiency and vehicle maneuverability within the existing facility. At the outset of the project, it was recognized that the site was already constrained for current operations, and as vehicle sizes have increased over time, and staffing levels at the facility have grown, the site has become increasingly constrained.

The need for relief from the shade tree requirement arises from the functional characteristics of the use and the operational requirements of the Public Works facility, which must accommodate large municipal vehicles and equipment. These operational conditions limit the feasibility of interior parking lot landscaping within the maneuvering areas. Although the proposed parking layout influences the need for the variance, the underlying conditions result from the operational needs rather than from a deliberate attempt by the petitioner to avoid compliance with the Zoning Ordinance.

Staff finds this criterion met.

4. *The variance will not alter the essential character of the neighborhood.*

The surrounding area is characterized primarily by light industrial, office, and municipal uses, and includes large paved areas, outdoor storage, and fleet operations typical of an industrial service environment. The requested variance relates specifically to the elimination of the shade trees within the surface parking area and does not involve a change in land use, building height, building footprint, or overall development intensity. The existing use of the property as a municipal operations facility would remain unchanged.

Residentially zoned property R-4 (Multiple-Family Residential) is located to the north of the site. While shade trees are intended in part to soften the visual appearance of large paved areas, the surrounding industrial context and continued compliance with applicable buffering and yard requirements help maintain compatibility between the site and adjacent properties.

Because the requested variance would not introduce a new use or significantly intensify the operations on the site; staff find that the requested variance would not alter the essential character of the surrounding area.

Staff find this criterion met.

5. *The variance will not cause a nuisance to the adjacent property.*

The requested variance relates to the elimination of shade trees within a surface parking area and does not involve a change in land use, or significant change in operational intensity. The property will continue to function as the City of Urbana Public Works facility. The elimination of shade trees would not generate additional noise, traffic, lighting, or operational activity beyond what is already associated with the exiting municipal use of the property. As a result, the requested variance is not expected to create conditions that would constitute a nuisance to adjacent properties. While the absence of shade trees may affect the visual appearance of the parking area and reduce potential

environmental benefits associated with the parking lot landscaping; these effects would not constitute nuisance under the intent of Zoning ordinance.

Staff find this criterion met.

6. *The variance represents generally the minimum deviation from requirements of the Zoning Ordinance necessary to accommodate the request.*

The applicant indicates that planting shade trees within the parking lot would interfere with maneuverability and operational needs of large municipal fleet vehicles and equipment associated with Public Works facility. These operational constraints support the request relief from the interior parking lot landscaping requirement.

However, the request seeks complete elimination of shade trees, rather than a reduction on the number of trees or the use of alternative landscaping options on the site. The record does not fully demonstrate that all landscaping on the site would be infeasible. As a result, staff cannot conclude that complete elimination of the shade tree requirement represents the minimum deviation necessary in all respects.

Staff find this criterion partially met.

Overall, staff finds that five of the six criteria weigh in favor of granting the major variance, and one weighs partially in favor.

Public Notice and Input

Staff published a legal advertisement in The News-Gazette to notify the public of the request and public hearing 15 days prior to the Zoning Board of Appeals meeting. Staff also mailed notification letters to 16 neighboring property owners (within 250 feet of the subject property) notifying them of the request and posted three public hearing signs on the property.

As of the date of this report, staff have not received any public comment regarding this request.

Summary of Findings

The applicant requires a major Variance to eliminate required shade trees within a surface parking area located at 706 South Glover Avenue in IN-1 (Light Industrial/Office) Zoning District. Article VIII of the Urbana Zoning Ordinance requires shade trees to be planted within surface parking areas containing more than twenty (20) parking spaces. Based on the proposed parking configuration of approximately 150 parking spaces, approximately seventeen (17) shade trees would ordinarily be required.

The applicant indicates that planting shade trees within the parking area would interfere with maneuverability for large municipal fleet vehicles associated with the City of Urbana Public Works facility. The requested variance would allow the parking area to remain unobstructed by interior parking lot landscaping in order to accommodate operational needs.

Staff reviewed the request using the variance criteria established in Article XII of the Urbana Zoning Ordinance. Based on evidence presented in the application and staff's evaluation of the criteria, staff find that five of the six variance criteria are satisfied, and one criterion is partially satisfied.

Because the operational characteristics of Public Works require large maneuvering areas for municipal vehicles, Staff finds that the requested relief may be justified. However, in order to maintain the intent of the zoning Ordinance and mitigate visual and environmental impacts associated with large paved

areas, staff recommends approval of the variance with conditions requiring landscaping along the perimeter of parking area where feasible, and to include up to eight (8) shade trees where feasible based on input from the City Arborist and the City Engineer.

Options

The Zoning Board of Appeals may:

1. Forward the case to City Council with a recommendation to **approve** the variance as requested based on the findings outlined in this memo; or
2. Forward the case to City Council with a recommendation to **approve the variance with certain terms and conditions**; or
3. **Deny** the variance request.

If the Urbana Zoning Board of Appeals elects to recommend conditions or recommend approval of the variances on findings other than those articulated herein, they should articulate findings accordingly.

Recommendation

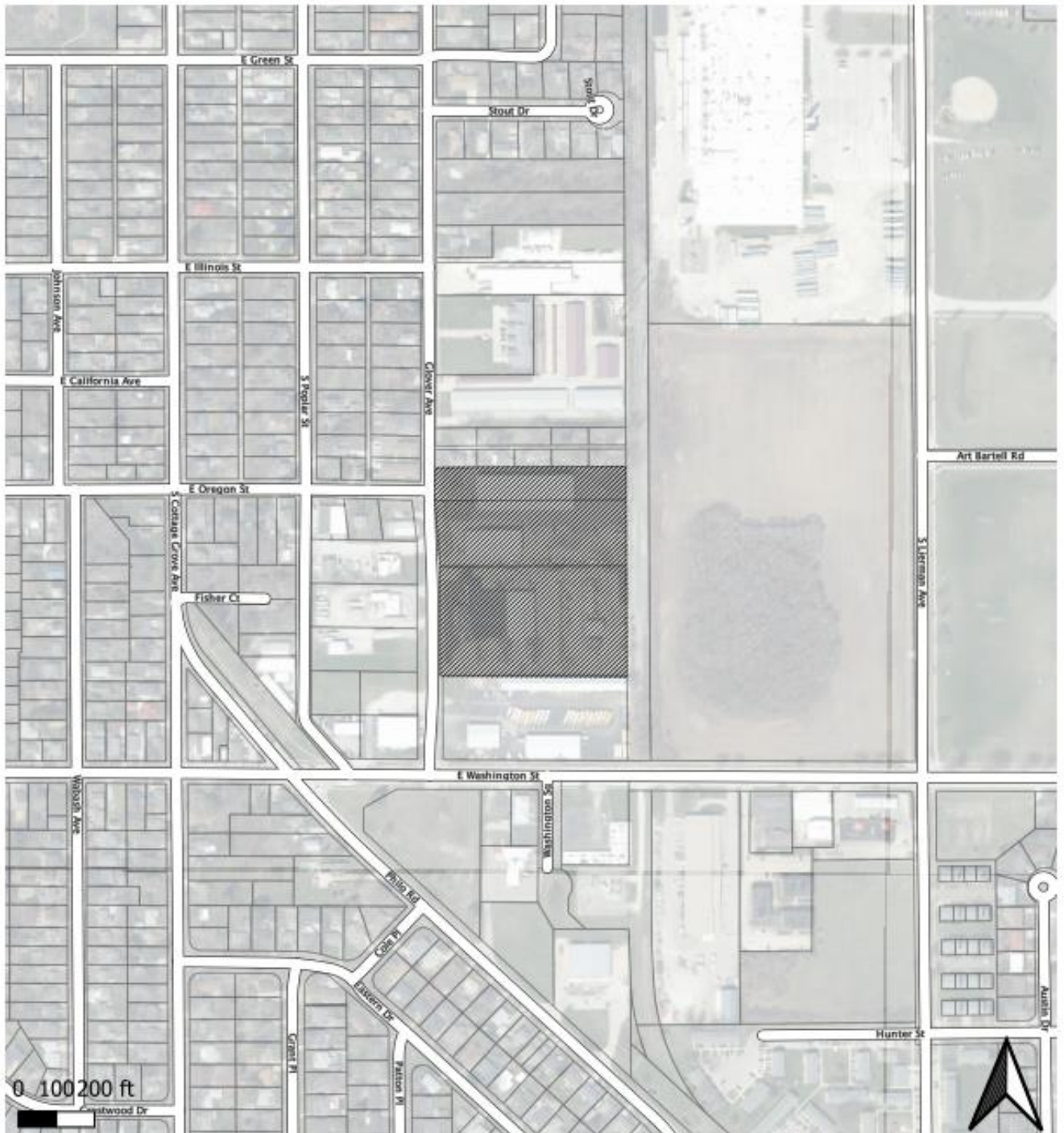
Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommend that the Zoning Board of Appeals recommend **APPROVAL** of the proposed Major Variance in case ZBA-2026-MAJ-01 with the following conditions:

1. Construction must be in general conformance with the attached site plan, entitled “UPW Parking Summary - 706 South Glover Avenue - March 18, 2026” (Exhibit E).
2. Landscaping shall be provided along the perimeter of the expanded parking area where feasible. The number of shade trees shall be generally based on the number of new parking spaces added as part of the project seventy-three (73) spaces, resulting in up to eight (8) shade trees. Final tree placement and feasibility shall be determined by the Zoning Administrator in consultation with the City Arborist and City Engineer.

Attachments: Exhibit A: Location Map
Exhibit B: Land Use Map
Exhibit C: Zoning Map
Exhibit D: Place Types Map
Exhibit E: Variance Application with Site Plan

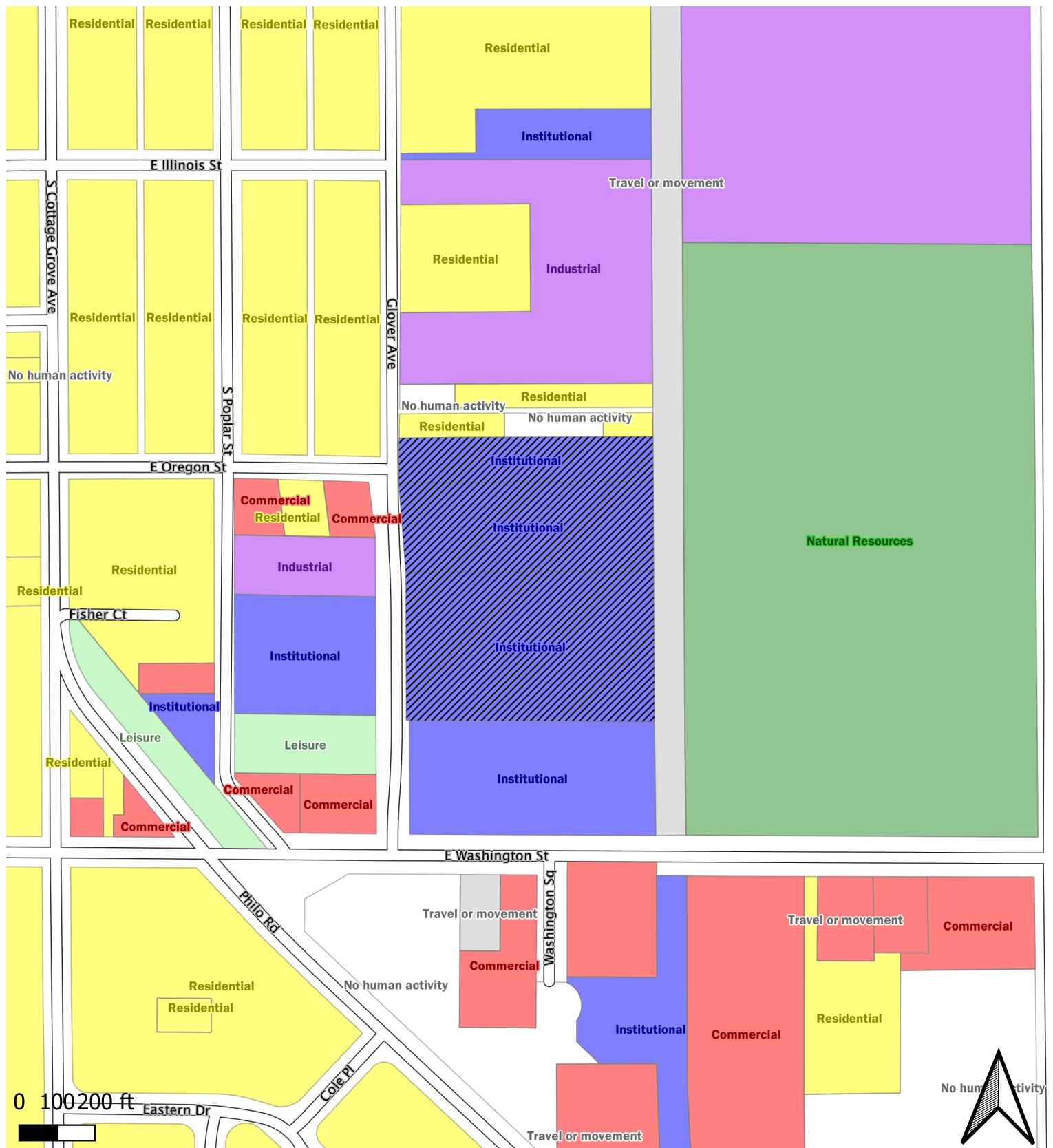
cc: Jenna Joo, Farnsworth Group, Applicant
City of Urbana Public Works Department, Owner

Location Map



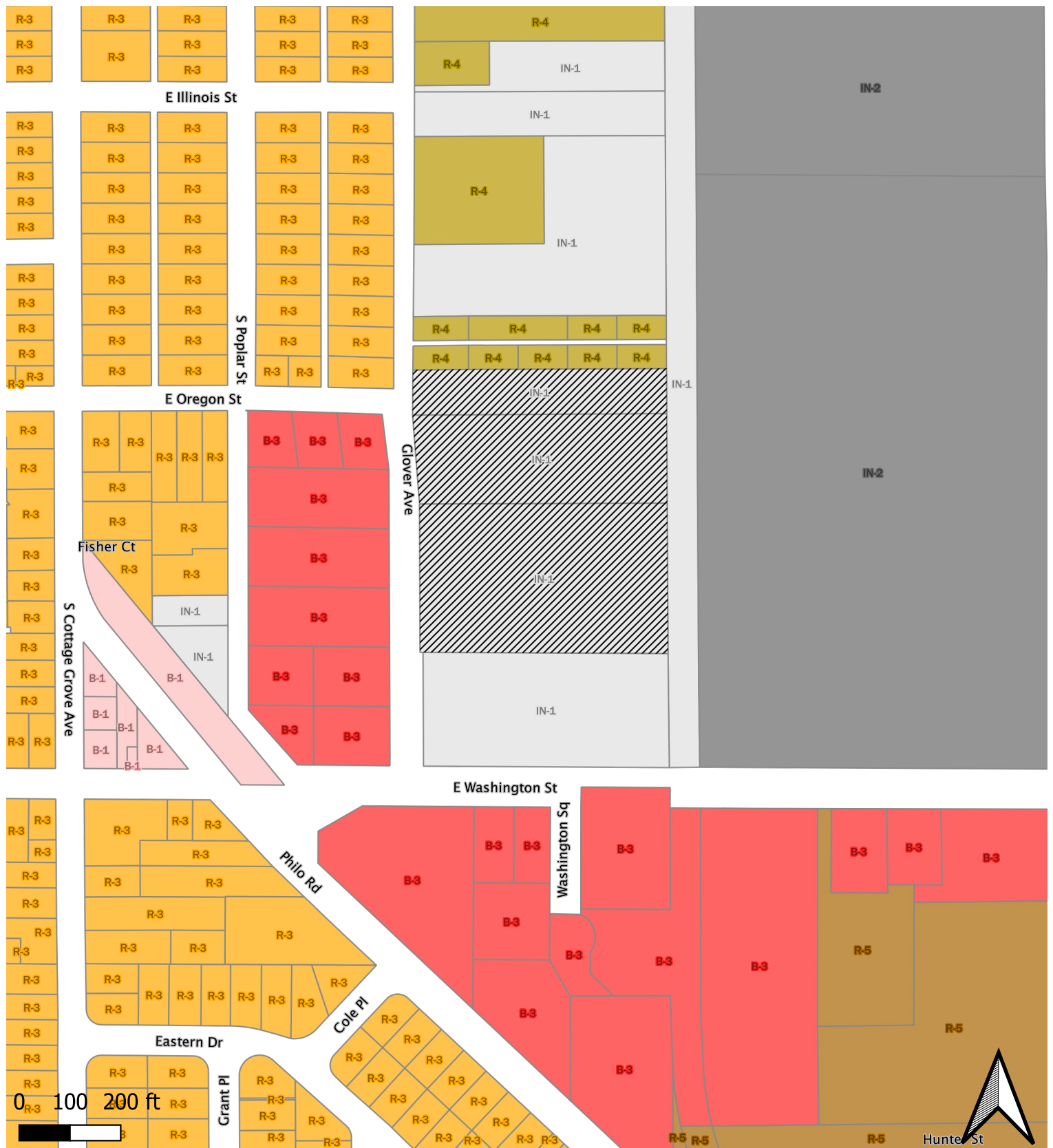
Case: ZBA-2026-MAJ-01
 Subject: Shade Tree Major Variance
 Location: 706 South Glover Avenue
 Applicant: Jenna Joo

 Subject Property



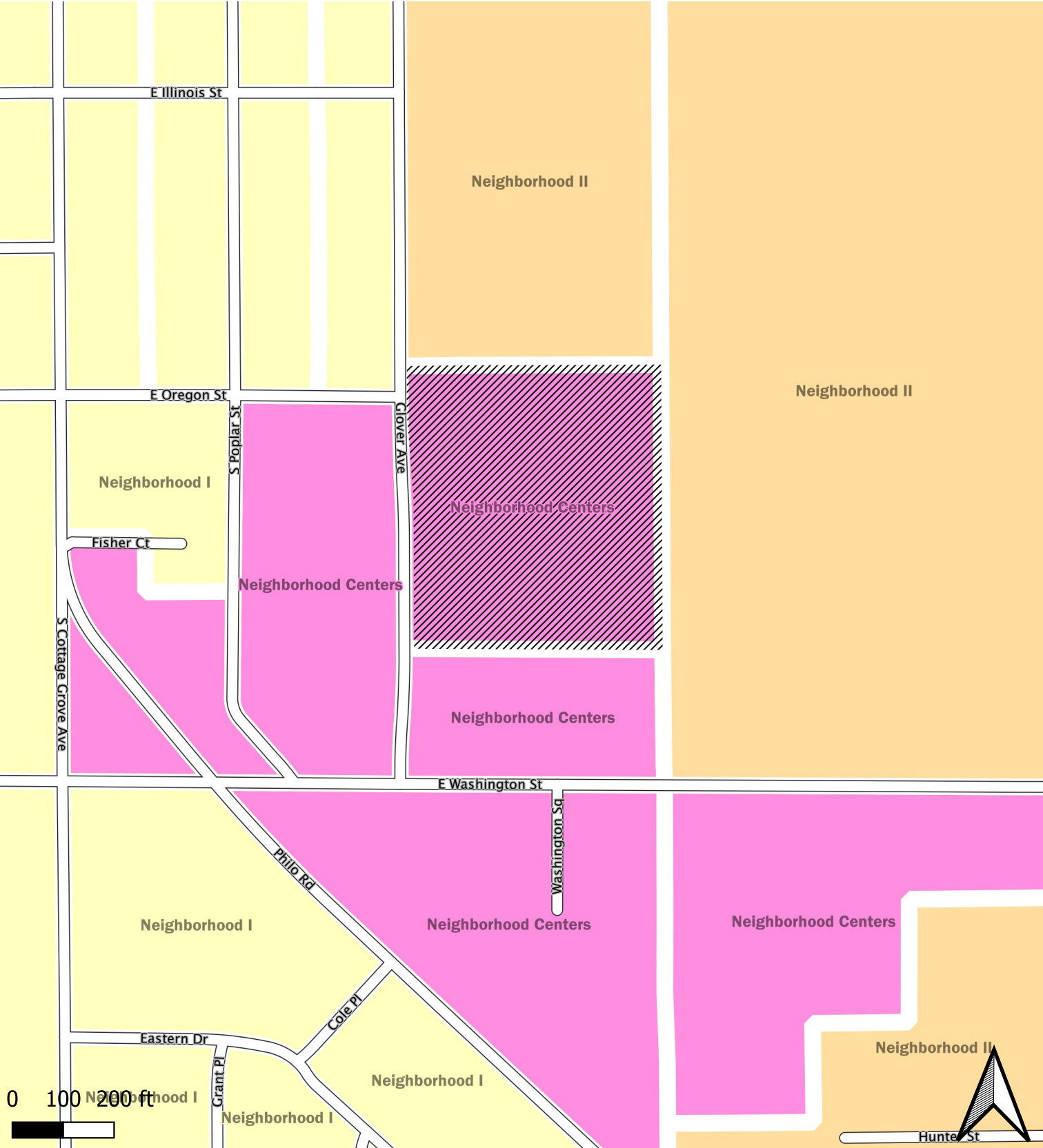
Case: ZBA-2026-MAJ-01
 Subject: Shade Tree Major Variance
 Location: 706 South Glover Avenue
 Applicant: Jenna Joo

	Subject Property		Industrial		Leisure
	Residential		Institutional		Natural Resources
	Commercial		Parking		Other/Unknown
	Mass Assembly				



Case: ZBA-2026-MAJ-01
 Subject: Shade Tree Major Variance
 Location: 706 South Glover Avenue
 Applicant: Jenna Joo

	Subject Property		B-4		R-2
	B-1		CRE		R-3
	B-2		IN-1		R-4
	B-3		IN-2		R-5
			R-1		



Case: ZBA-2026-MAJ-01
Subject: Shade Tree Major Variance
Location: 706 South Glover Avenue
Applicant: Jenna Joo

- //// Subject Property
- Place Types
- Neighborhood I (N1)
 - Neighborhood II (N2)
 - Neighborhood Center (NC)



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Request an
inspection



Upload
documents



Leave message

Permit #: VAR26-000001

Project #: 26-000234

Status: Online Application Received

Balance Due: \$220.00

Address: 706 South Glover Avenue 

Description: Urbana Public Works Expansion - Shade Tree
Variance



Permit

Reviews

Documents

Inspections

Permit #:

VAR26-000001

Permit Type:

Variance

Sub Type:

Major Variance

Issue Date:

Expiration Date:

The application fee must be paid when submitting the application. For the current fee amount, please refer to the most recent version of the City's

'Schedule of Fees - Excluding Liquor License Fees', which can be found at <https://www.urbanailinois.us/fees> (<https://www.urbanailinois.us/fees>).

The applicant is also responsible for paying the cost of the legal ad publication fees. The News-Gazette will bill the applicant directly. Legal ad publication fees vary from \$75.00 and up.

If you need assistance completing this form, please contact the Planning Department at Planning@urbanailinois.us (<mailto:planning@urbanailinois.us>) or (217) 384-2440.

Click Here (<https://www.urbanailinois.us/businesses/planning-zoning-forms/variances>) to see the difference between major and minor variances.

PROPOSED USE

Describe the proposed use and its activities. In other words, what do you plan to do? Are there existing buildings you will use, change, or demolish? Will you build new buildings? What activities will take place on site, and where? If you are planning a business, what will your hours of operation be?

Current Zoning District:

IN-1 - Light Industrial/Office

Current Land Use:

Municipal

Proposed Use:

Municipal

PROPERTY LEGAL DESCRIPTION

A legal description is the geographical description of a real estate property for the purpose of identifying the property for legal transactions such as deeds, mortgages and other legal documents. A legal description will refer to the name of the subdivision and the lot number.

If your legal description is long, please type "See Attached Legal Description," in the Legal Description Provided by Applicant field and upload a separate document with legal description.

Legal Description Provided by Applicant:

See attached.

Legal Description attachment:

2005R08184 Deed (704 Glover).pdf

2005R08185 Deed (704 Glover).pdf

2015R20516 Deed (610 Glover).pdf

Book 813 Page 299 Deed (706 and 812 Glover Ave).pdf

Deed (812 Glover Ave).pdf

PERMIT INFORMATION

Purpose for Request:

Shade Tree variance in parking areas

Number of Applicants:

1

Applicant Name:

Jenna Joo

OWNER INFORMATION

If the applicant is not the sole owner, please attach documentation for contact information including **name**, **email** and **phone numbers** of every owner.:

CONSULTANT INFORMATION

If you are working with an architect, engineer, surveyor, site planner, or attorney, please fill in their information below.

Architect Name, Email and Phone:

Jenna Joo (Farnsworth Group) jjoo@f-w.com 1 312-473-8582

Engineer Name, Email and Phone:

Surveyor Name, Email and Phone:

Site Planner Name, Email and Phone:

Attorney Name, Email and Phone:

REASONS FOR VARIANCE

Below are the criteria that the Zoning Board of Appeals will base their decision on. Your answers should be as detailed as possible.

Identify and explain any special circumstances or practical difficulties in carrying out the strict application of the Zoning Ordinance with respect to the subject parcel:

Due to site constraints, required owner parking, and the operational and maintenance needs of City vehicles—including fleet vehicles, Vector trucks, snowplows, and fire engines—available site space is limited. A substantial portion of the site must also be allocated for salt storage, detention basins, and materials storage, further reducing the usable area. In addition, site conditions associated with heavy vehicle circulation and public works operations limit the feasibility of long-term or sustainable landscaping.

Explain how the variance is necessary due to special conditions relating to the land or structure involved which are not generally applicable to other property in the same district:

The size of the public works vehicles and fire engines require larger circulation needs and necessitates additional on-site maneuvering and circulation space, further limiting the amount of available land. Special site circumstances include public works operations involving large vehicles and the need for bulk storage areas to support City maintenance and operations.

Explain how the variance is not the result of a situation or condition that was knowingly or deliberately created by you (the Petitioner):

At the outset of the project, it was recognized that the site was already constrained, as vehicle sizes have increased over time and staffing levels at the facility have grown, resulting in limited parking availability and site maneuverability. Given the constrained site conditions, expanding vehicle dimensions, and increased staffing requirements, available space is at a premium, and eliminating the shade trees requirement provides a functional benefit by supporting efficient public works operations.

Explain why the variance will not alter the essential character of the neighborhood:

The area is zoned for light industrial use, and the facility currently consists of concrete masonry buildings, pre-engineered metal buildings, sheds, and bulk storage areas. The proposed improvements would be consistent with the existing site conditions and would not worsen the current conditions.

There are very little landscaped areas in the region of the proposed development, which includes limited grassy areas. Since there is a lack of existing landscaped areas in the vicinity, adding a small amount of landscaped area would not drastically alter the overall characteristic of the surrounding area.

Explain why the variance will not cause a nuisance to adjacent property:

The area is zoned for light industrial use, and the facility currently consists of concrete masonry buildings, pre-engineered metal buildings, sheds, and bulk storage areas. The proposed improvements would be consistent with the existing site conditions and would not create a nuisance for adjacent properties. The existing parking areas in the adjacent properties do not contain trees or landscaping areas.

Does the variance represent the minimum deviation necessary from the requirements of the Zoning Ordinance? Explain:

Due to the operational needs of the facility—including circulation for large vehicles, staff parking, and bulk storage—available space on the site is limited. Planting additional trees would reduce functional space and could impede daily public works operations. The proposed variance allows the site to operate efficiently while ensuring that adjacent properties are not impacted.

ATTACHMENTS

Please include any attachments relevant to your variance permit request: supporting documents, site plans, photos, etc.:

CERTIFICATION

I am:

2. Authorized to make this application on behalf of the owner.

Please attach letter of authorization from owner.:

Authorization_UPW Variance.pdf

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief.

Agree:

Yes

I acknowledge that my electronic or digital signature on this application has the full legal effect as that of my written signature.

Agree:

Yes

I grant permission for City staff to post a temporary yard sign on the subject property announcing the public hearing to be held for my request (if required).

Agree:

Yes

Applicant Signature Upload:

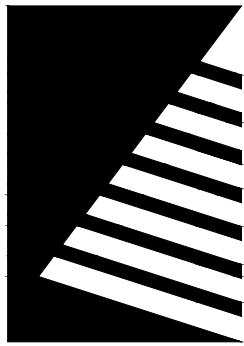
Signer Name:

Jenna Joo

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Farnsworth GROUP

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CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

www.f-w.com
Engineers | Architects | Surveyors | Scientists

ISSUE:
DATE: DESCRIPTION:
1 01/30/2026 ADD 01

BID/PERMIT SET
01/16/2026



Urbana - Public Works Remodel

Urbana Public Works
706 Glover Avenue
Urbana, IL 61802

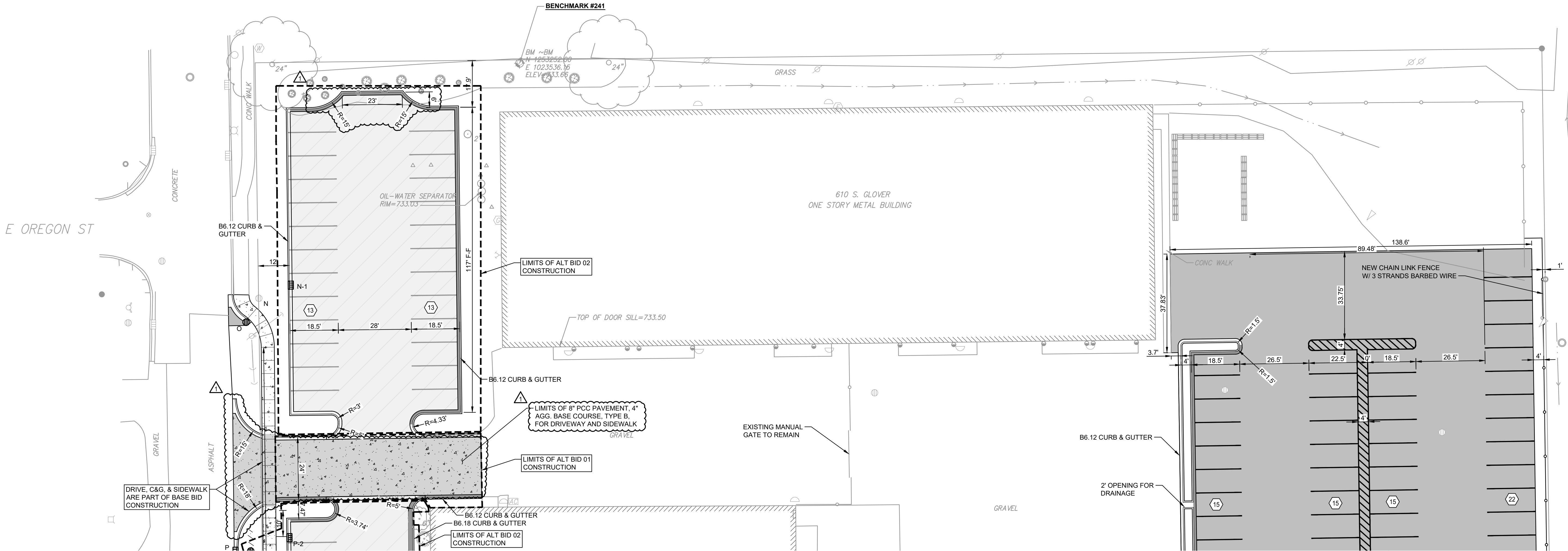
DATE: 01/16/2026
DESIGNED: DSC
DRAWN: EBM
REVIEWED: DSC
FIELD BOOK NO.: BMiCham195A

SITE PLAN (NORTH)

SHEET NUMBER:

C2.0

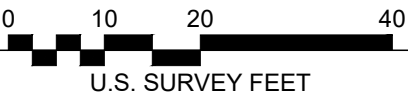
PROJECT NO.: 0231826-31

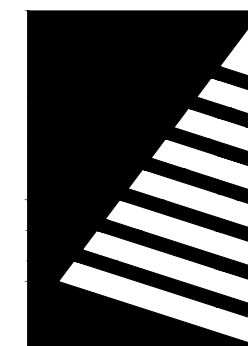


PARKING SUMMARY

EXISTING			
	REGULAR	ADA	TOTAL
610/704 GLOVER	0	0	0
706 GLOVER			
VISITOR PARKING	10	1	11
2ND BAY PW PARKING	8	1	9
3RD BAY PW PARKING	12	0	12
EAST PARKING (EMPLOYEE)	45	0	45
TOTAL	75	2	77

PROPOSED			
	REGULAR	ADA	TOTAL
610 GLOVER	26	0	26
704 GLOVER			
FRONT PARKING	10	0	10
EV PARKING	11	0	11
EAST PARKING (EMPLOYEE)	67	0	67
706 GLOVER			
NW PARKING	5	0	5
VISITOR PARKING	10	1	11
2ND BAY PW PARKING	6	0	6
ANGLE PW PARKING	14	0	14
TOTAL	149	1	150





Farnsworth GROUP

2211 WEST BRADLEY AVENUE
CHAMPAIGN, ILLINOIS 61821
(217) 352-7408 / info@f-w.com

www.f-w.com
Engineers | Architects | Surveyors | Scientists

ISSUE:

DATE: DESCRIPTION:
1 01/30/2026 ADD 01
2 02/06/2026 ADD 02

BID/PERMIT SET
01/16/2026

PROJECT:



Urbana - Public Works Remodel

Urbana Public Works
706 Glover Avenue
Urbana, IL 61802

DATE: 01/16/2026

DESIGNED: DSC

DRAWN: EBM

REVIEWED: ACH

FIELD BOOK NO.: BMiCham195A

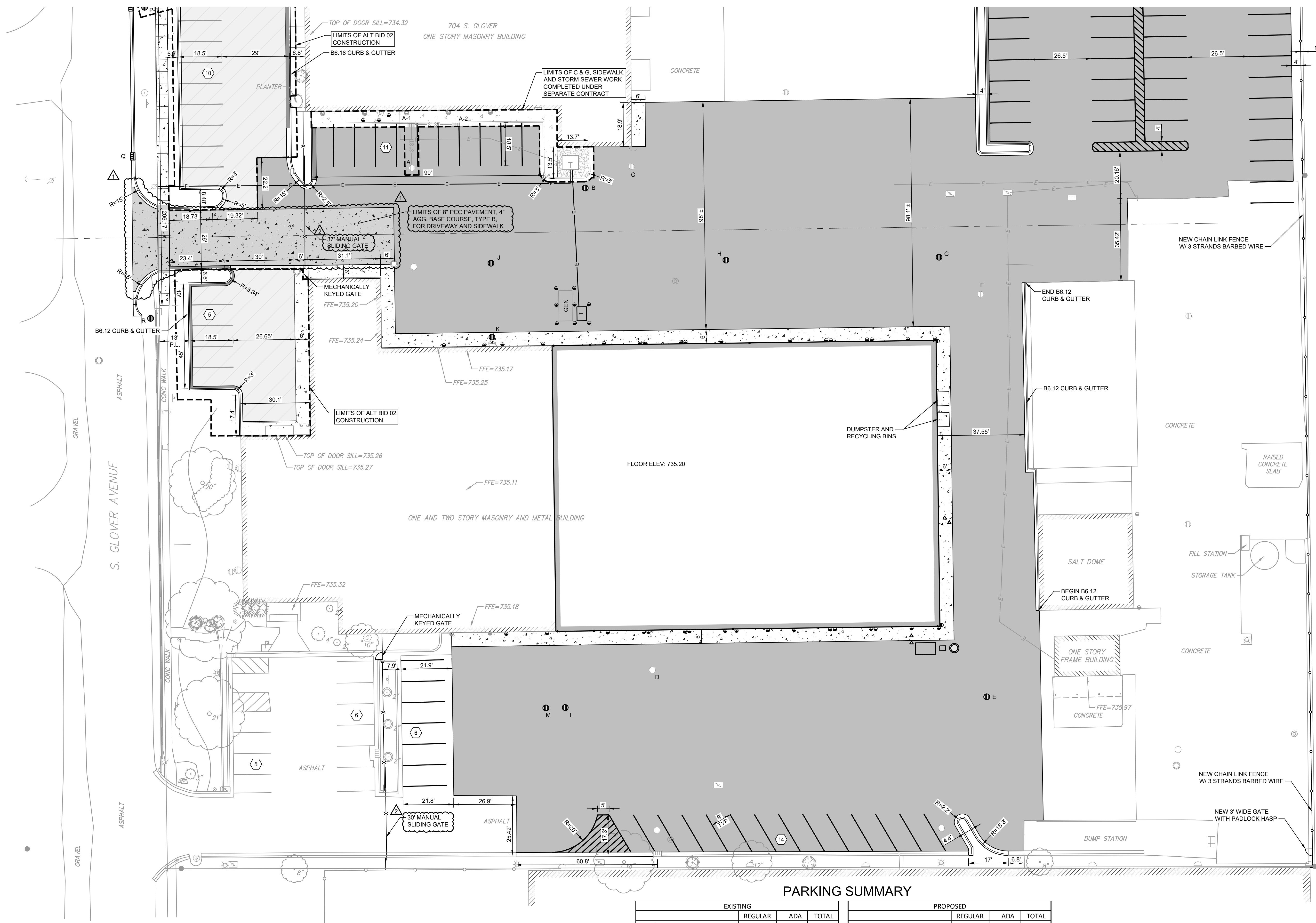
SHEET TITLE:

SITE PLAN (SOUTH)

SHEET NUMBER:

C2.1

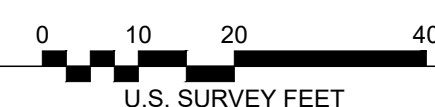
PROJECT NO.: 0231826-32



PARKING SUMMARY

EXISTING			
	REGULAR	ADA	TOTAL
610/704 GLOVER	0	0	0
706 GLOVER			
VISITOR PARKING	10	1	11
2ND BAY PW PARKING	8	1	9
3RD BAY PW PARKING	12	0	12
EAST PARKING (EMPLOYEE)	45	0	45
TOTAL	75	2	77

PROPOSED			
	REGULAR	ADA	TOTAL
610 GLOVER	26	0	26
704 GLOVER			
FRONT PARKING	10	0	10
EV PARKING	11	0	11
EAST PARKING (EMPLOYEE)	67	0	67
706 GLOVER			
NW PARKING	5	0	5
VISITOR PARKING	10	1	11
2ND BAY PW PARKING	6	0	6
ANGLE PW PARKING	14	0	14
TOTAL	149	1	150



MINUTES OF A REGULAR MEETING**URBANA ZONING BOARD OF APPEALS****DRAFT****DATE:** April 15, 2026**TIME:** 7:00 P.M.**PLACE:** Council Chambers, City Building, 400 South Vine Street, Urbana, Illinois

MEMBERS ATTENDING: Adam Rusch, Nancy Uchtmann, Charles Warmbrunn, Harvey Welch**MEMBERS EXCUSED:** Joanne Chester, Ashlee McLaughlin**STAFF PRESENT:** Olivia Jovine, Director of Community Development Services | Zoning Administrator; Aimirou Sy, Planner II; Kate Himick, Planner I**OTHERS PRESENT:** Dennis Cummins

A. CALL TO ORDER and ROLL CALL

Chair Welch called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum was declared present.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES**Minutes of May 21, 2025 Regular Meeting**

Ms. Uchtmann moved that the Zoning Board of Appeals approve the minutes of the May 21, 2025 Regular Meeting as written. Mr. Rusch seconded the motion. The motion to approve the minutes of May 21, 2025, Regular Meeting as written was passed unanimous voice vote.

D. WRITTEN COMMUNICATIONS

There were none.

E. CONTINUED PUBLIC HEARINGS

There were none.

F. NEW PUBLIC HEARINGS

ZBA-2026-MAJ-01 – A request by Jenna Joo, on behalf of the City of Urbana’s Public Works Department, for a Major Variance from the requirements in the Urbana Zoning Ordinance to provide shade trees within parking areas at 706 South Glover Avenue in the IN-1 (Light Industrial/Office) Zoning District.

Chair Welch swore in members of the audience who wished to speak to the Board and opened Case No. ZBA-2026-MAJ-01.

Aimirou Sy, Planner II, presented the case to the Zoning Board of Appeals by stating facts from the written staff report. Mr. Sy discussed the property’s location and current use, as well as the property’s Zoning District and surrounding zoning. He gave context to the project as part of the Public Works Capus Facility Improvement Plan, which includes upgrades to the building’s systems, expansion of the fleet facilities, new salt storage for winter operations, and parking circulation improvement for vehicles and employees. The proposed parking layout and Major Variance for a reduction in the required shade trees in order to allow operational maneuvering space for large vehicles were introduced. This Major Variance would meet five of the six criteria laid out in the City of Urbana Zoning Ordinance; the sixth was partially met. Mr. Sy noted that the Zoning Board of Appeals has the following options when forwarding a recommendation to City Council and should articulate their findings accordingly:

1. Forward the case to City Council with a recommendation to **approve the variance as requested** based on the findings outlined in this memo; or
2. Forward the case to City Council with a recommendation to **approve the variance with certain terms and conditions**; or
3. **Deny** the variance request.

Mr. Sy presented the City’s recommendation that the Zoning Board of Appeals recommend **approval** of the proposed Major Variance in case ZBA-2026-MAJ-01 **with the following conditions**:

1. Construction must be in general conformance with the attached site plan
2. Landscaping shall be provided along the perimeter of the expanded parking area, where feasible. The number of shade trees shall be generally based on the number of new parking space added as part of the project seventy-three (73) spaces, resulting in up to eight (8) shade trees.
3. Final tree placement and feasibility shall be determined by the Zoning Administrator in consultation with the City Arborist and City Engineer.

With there being no further questions for City staff, Chair Welch opened the public hearing for public input.

Dennis Cummins of Farnsworth Group, representative of the City of Urbana Public Works Department, addressed the Board to provide additional detail on the proposed site improvements.

He explained that the project includes a substantial building addition and expanded parking to meet the operational needs of Public Works. The total parking supply would increase to **150 spaces**, consisting of **77 existing spaces** and **73 new spaces**, distributed across several areas of the site. The largest parking area would contain approximately **67 spaces** in the northeast portion of the property, with additional groupings in the northwest and smaller lots along Glover Avenue.

Mr. Cummins noted that the site layout must accommodate large Public Works vehicles including fire apparatus, Vector trucks, dump trucks, end loaders, backhoes, and trailers—all of which require

significant maneuvering space. He also pointed out that the site includes a large salt-storage area for winter Operations. These operational constraints limit the ability to place interior parking-lot trees, prompting the request for a variance from the landscape requirements.

In response to Board questions, Mr. Cummins stated that Farnsworth Group had identified a few potential locations for replacement trees, primarily along the perimeter of the site, but interior planting areas are not feasible due to limited space and overhead utility lines along the west side of the property. He emphasized that the design maximizes the site at the request of Public Works in order to meet parking and circulation needs.

Board members asked clarifying questions regarding the site plans, pavement materials, and turning-radius areas. Mr. Cummins explained the differences between asphalt and concrete areas and described the open maneuvering zone required for large equipment.

Ms. Jovine added that one of the goals of the Public Works Facilities Expansion is to consolidate staff into a single location and allow for future growth, which contributes to the need for additional parking. Mr. Sy also clarified that any required trees would be planted along the site perimeter, as interior shade trees cannot be accommodated.

Chair Welch asked if there was any discussion from the Board. Mr. Rusch stated that he believed the request was reasonable given that the project maximizes use of the existing Public Works site. He noted that without the variance, the City might otherwise need to seek a new site, and that the benefits of expanding the current facility support approval of the variance. Ms. Uchtmann expressed support for the landscaping requirements included in the zoning ordinance, stating that such standards improve the community overall.

With no further discussion, Chair Welch asked for a motion.

Mr. Rusch moved that the Zoning Board of Appeals recommend approval of the major variance in Case No. ZBA-2026-MAJ-01 to the City Council, with the following conditions:

1. Construction must be in general conformance with the attached site plan.
2. Landscaping shall be provided along the perimeter of the expanded parking area, where feasible. The number of shade trees shall be generally based on the number of new parking spaces added (73 spaces), resulting in up to eight shade trees.
3. Final tree placement and feasibility shall be determined by the Zoning Administrator in consultation with the City Arborist and City Engineer.

He stated that his motion was based on the findings contained in the staff report. Mr. Warmbrunn seconded the motion.

Chair Welch asked if there was any further discussion. Hearing none, roll call on the motion was as follows:

Ms. Uchtmann	-	Yes	Ms. Warmbrunn	-	Yes
Mr. Welch	-	Yes	Mr. Rusch	-	Yes

The motion was approved by unanimous vote of 4-0. Mr. Welch stated that the case would be forwarded to the City Council for consideration at its meeting on May 4, 2026.

G. OLD BUSINESS

There was none.

H. NEW BUSINESS

There was none.

I. AUDIENCE PARTICIPATION

There was none.

J. STAFF REPORT

Ms. Jovine presented the staff report and began by introducing new Community Development Services staff. She noted that Staff profiles were included in the meeting packet as part of their internal onboarding materials.

- Ms. Jovine introduced herself as the Director of Community Development Services. She explained that she holds a master's degree in Urban Planning from Columbia University and has professional experience in real estate and market analytics, most recently working for the City of Washington, D.C. She is currently serving in the role of Interim Principal Planner until the position is filled. She then introduced the department's two new Planners.
- Aimirou Sy shared that he holds master's degrees in Urban Planning (University of Minnesota) and Project Management and has prior experience with the United Nations and a private planning firm. He will serve as Planner II.
- Kate Himick stated that her background is in historic preservation and conservation planning, with a master's degree in Historic Preservation and a graduate certificate in GIS. She previously worked for the York Civic Trust in England and the City of South Bend, Indiana. She will serve as Planner I.
- A new Principal Planner is expected to join the department at the end of the month.

Ms. Jovine then reviewed additional items in the staff report. She reminded commissioners that the Statement of Economic Interest form was included in their packets, with instructions attached. Filing is mandatory for all commissioners with zoning approval authority, and the deadline is May 1, 2026. She emphasized that significant fines may be assessed for late filing and encouraged commissioners to submit the form promptly to the City Clerk's Office, the County Office, or by email.

Finally, Ms. Jovine highlighted the *Urbana Housing Needs Study*, currently underway in partnership with the Regional Planning Commission. A QR code linking to the community survey was included in the packet. She explained that the study will combine quantitative data with qualitative input from residents including tenants, homeowners, and unhoused individuals to assess current housing conditions and identify gaps in the local housing market. Survey responses will be accepted through April 30. She noted that the study is a key implementation item from the Comprehensive Plan adopted in July 2025 and that its findings will be of significant interest to City Council and staff.

Ms. Jovine invited questions from the Board. Mr. Warmbrunn noted that for the past two years he has raised the need to update the Board's Bylaws. He stated that previous delays were due to the absence of legal counsel, followed by limited staff capacity. He expressed concern that current Bylaws, now four to five years old, do not address issues such as member attendance, which recently became

a problem. He asked how Staff wished to proceed and whether commissioners should submit suggested revisions. Ms. Jovine thanked him for raising the issue and stated that staff would ask commissioners to review the bylaws and bring comments or suggested changes to a future Study Session. She explained that a study session can be scheduled even if there are no active cases, and that the Board could hold a meeting solely for bylaw review if needed. She noted that Staff will determine which Staff member will serve as the Board's permanent Secretary once the new Principal Planner is hired, after which communication regarding bylaw revisions can be directed to that person.

Ms. Jovine encouraged commissioners to mark up a copy of the Bylaws and identify areas for discussion. Staff would then compile the feedback and prepare materials for a Study Session. She added that the City Attorney could review any legal questions, with the understanding that such review may require several weeks.

Ms. Jovine also reported that the Board currently has vacancies and that Staff will begin recruitment efforts. She noted that no cases were scheduled for the next meeting but that commissioners would be notified if any applications were received before the deadline.

In response to a question from Mr. Rusch regarding current Board membership, Ms. Himick confirmed that the following individuals are officially serving on the Zoning Board of Appeals: Joanne Chester, Ashlee McLaughlin, Adam Rusch, Nancy Uchtmann, Charles Warmbrunn, and Harvey Welch.

K. STUDY SESSION

There was none.

L. ADJOURNMENT

The meeting was adjourned at 7:39 p.m.



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: May 4, 2026, Committee of the Whole

Subject: Electronics recycling collection and household hazardous waste collection

Summary

Action Requested

Approval of A RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT FOR RESIDENTIAL ELECTRONICS AND HOUSEHOLD HAZARDOUS WASTE COLLECTION

Brief Background

Since the early 2010's the City of Urbana has partnered with Champaign County, City of Champaign and Village of Savoy to conduct semi-annual electronics recycling collection events. During the past five years the Illinois EPA has hosted an annual household hazardous waste (HHW) event in Champaign County as well. The County has drafted an intergovernmental agreement for local partners to share event costs based on population. The City of Urbana's cost share is a maximum of 18.6% of total costs, with a maximum cost for all events at \$9,845.96 in 2026. Total shared costs include contractual collection costs for electronics recycling, parking lot rental costs, traffic patrol services, room rental costs, golf cart costs and miscellaneous costs (tent rentals due to inclement weather, food, porta-potties, supplies). These costs are outlined in "Section 1. Purpose" of the agreement.

The Illinois Intergovernmental Cooperation Act provides that public agencies may contract with each other "provided that such contract shall be approved by the governing bodies of each party to the contract". The attached resolution would authorize the Mayor to execute intergovernmental agreements with Champaign County, City of Champaign and Village of Savoy for electronics recycling and household hazardous waste collection for no greater than 3 years from approval of the resolution and for expenses accruing to City of Urbana no greater than \$31,000 in total for the 3 years, and substantially in the form of the agreement attached herein. This dollar amount provides for 3% inflation from year one expenses and rounds up to the nearest thousand.

Discussion

Fiscal and Budget Impact

The maximum share in 2026 for one household hazardous waste collection event is \$987.66, and \$8,858.30 for two electronics recycling events, or \$4,429.15 for each event. The maximum total cost for the three collection events is \$9,845.96. Refer to Table 4.1 in the attached agreement.

Community Impact

These are very popular public events. In Fall 2025, countywide residents recycled 106,662 lbs. of electronic devices in that one-day event, with over 50% of that total TVs alone at 53,743 lbs. In 2025 the household hazardous waste event recovered 60,500 lbs. of materials at the August event. Other options to properly dispose of household hazardous waste are very limited.

Recommendation

It is recommended that the intergovernmental agreement is approved.

Attachments:

1. A RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT FOR RESIDENTIAL ELECTRONICS AND HOUSEHOLD HAZARDOUS WASTE COLLECTION
2. IA Cost-Share Agreement 2026

Originated by: Courtney Kwong, Recycling Coordinator

Reviewed: Scott Tess, Sustainability & Resilience Officer

Approved: Darius L. White, City Administrator

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL
AGREEMENT FOR RESIDENTIAL ELECTRONICS AND HOUSEHOLD
HAZARDOUS WASTE COLLECTION**

WHEREAS, the City of Urbana (hereinafter, the “City”) is an Illinois home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and the Statutes of the State of Illinois; and

WHEREAS (5 ILCS 220/) Intergovernmental Cooperation Act allows the City “to combine, transfer, or exercise any powers, functions, privileges, or authority which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be approved by the governing bodies of each party”; and,

WHEREAS, the City Council, after due consideration, finds that the expeditious provision of collection services for electronics and household hazardous waste is best provided by intergovernmental agreement with other public agencies; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

Section 1. That Intergovernmental Agreements provide for collection of electronics and household hazardous wastes between the City of Urbana, City of Champaign, Village of Savoy, and Champaign County in substantially the form of the copy of the Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That such future Agreements substantially in the form of the copy attached hereto, with expenditures by the City of Urbana not to exceed \$31,000 for all agreements in total, shall be authorized and approved for three (3) years from date of approval of this resolution.

Section 3. That the Mayor and the City Administrator of the City of Urbana, Illinois, be and the same are hereby authorized to execute and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Intergovernmental Agreements.

PASSED BY THE CITY COUNCIL this _____ day of _____

AYES:

NAYS:

ABSTENTIONS:

Darcy Sandefer, City Clerk

APPROVED BY THE MAYOR this _____ day of _____

DeShawn Williams, Mayor

AN INTERGOVERNMENTAL COST SHARING AGREEMENT
 BETWEEN THE COUNTY OF CHAMPAIGN,
 THE CITY OF CHAMPAIGN, THE CITY OF URBANA, AND THE VILLAGE OF SAVOY
 FOR RESIDENTIAL ELECTRONICS COLLECTIONS IN 2026 AND
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY-SPONSORED ONE-DAY
 HOUSEHOLD HAZARDOUS WASTE COLLECTION IN 2026

THIS AGREEMENT is made and entered into by and between the County of Champaign and the following Illinois municipal corporations: the City of Champaign, the City of Urbana, and the Village of Savoy, effective on the last date signed by a party hereto. The foregoing entities will hereafter be noted as "the parties."

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970, and 5 ILCS 220/1, *et seq.* enable the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the parties find it to be most cost effective to mutually combine efforts and to share in the costs associated with Residential Electronics Collections to be held on May 15-16, 2026, and October 9-10, 2026, at Parkland College campus in Champaign, Illinois and costs associated with the Illinois Environmental Protection Agency (IEPA)-Sponsored One-Day Household Hazardous Waste Collection to be held on August 7-8, 2026 at the State Farm Center Southwest Parking Lot in Champaign, Illinois (hereinafter referred to as "events"). These costs include:

For the Residential Electronics Collection events:

- a) One-time flat-rate collection fee payment of up to \$23,000 per event to A-Team Recyclers due by the end of the day on the start date of each event;
- b) The cost of two golf carts at \$275 per two-days at each event.

For the Illinois Environmental Protection Agency-Sponsored One-Day Household Hazardous Waste Collection event:

- c) The event fee of \$3,000 for use of State Farm Center Southwest Parking Lot for two days at \$1,500 per day.
- d) The cost of traffic patrol services to be provided by one traffic patrol person, not expected to exceed \$900 for the event.
- e) The cost of approximately \$910 for rental of an overhead 10'x 10' tent with sides for two days in the event of unsuitable weather conditions.
- f) The cost of one golf cart at \$500 per two days at the event.

WHEREAS, the cost contribution required of each party is provided in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1. Purpose

- 1-1. This Agreement outlines a cost-sharing arrangement between the parties for the purpose of administering the events in 2026. Costs will include:

For the Residential Electronics Collection events:

- a. Payment of a one-time flat-rate collection fee payment of up to \$23,000 per event to A-Team Recyclers due by the end of the day on the start date of each event;
- b. Payment for rental of two golf carts at \$275 per two-days at each event;

For the IEPA-Sponsored One-Day Household Hazardous Waste Collection event:

- c. Payment of an event fee of \$3,000 to the State Farm Center, University of Illinois at Urbana-Champaign, for use of the State Farm Center Southwest Parking Lot for two days at \$1,500 per day;
- d. Payment for traffic patrol services to be provided by one traffic patrol person, not expected to exceed \$900 for the event;
- e. Payment of approximately \$910 for rental of an overhead 10'x 10' tent with sides for two days in the event of unsuitable weather conditions;
- f. Payment for one golf cart at \$500 per two days at the event; and

Section 2. Terms

- 2-1. The terms of this Agreement shall be from the date last signed by the parties until 60 days following the final event, unless amended by agreement of the parties.

Section 3. Responsibilities

- 3-1. The parties understand and agree that of the parties to this Agreement, only the County of Champaign shall enter into a contract with the A-Team Recyclers and with Parkland College for the Residential Electronics Collections and with the IEPA and with the State Farm Center for the IEPA-Sponsored One-Day Household Hazardous Waste Collection event. However, the County of Champaign shall be entering into said contract on behalf of the other parties as well, and Champaign County agrees that it shall not enter into said contract unless it specifically names the other parties to this

agreement as third party beneficiaries of that contract. Champaign County shall obtain approval of the form of said contract with the contact from each of the parties to this Agreement prior to executing said contract.

- 3-2. Each party is responsible for contributing its share of the total costs for the events under this Agreement, according to the percentages and up to the maximums specified in Section 4 (Cost-Sharing) of this Agreement.
- 3-3. Each party is also responsible for coordinating information requests from the other parties in a timely manner.

Section 4. Cost Sharing

- 4.1. The parties agree to share, according to the percentages shown in Table 4.1, total costs not to exceed the Maximum Total Cost shown for each event:

Table 4.1

Event Date(s)	Champaign County Maximum Share (% of total)	City of Champaign Maximum Share (% of total)	City of Urbana Maximum Share (% of total)	Village of Savoy Maximum Share (% of total)	Maximum Total Cost
August 7-8, 2026 (HHW Event)	\$1,816.02 (34.2)	\$2,277.99 (42.9)	\$987.66 (18.6)	\$228.33 (4.3)	\$5,310
May 15-16, 2026 (REC Event)	\$7,960.05 (34.2)	\$9,984.98 (42.9)	\$4,429.15 (18.6)	\$1,000.82 (4.3)	\$23,275
October 9-10, 2026 (REC Event)	\$7,960.05 (34.2)	\$9,984.98 (42.9)	\$4,429.15 (18.6)	\$1,000.82 (4.3)	\$23,275

Section 5. Invoices and Payments

- 5.1. To facilitate payment for services described in Section 1.1 of this Agreement, following each event held and within 30 days of receipt of an invoice from the Champaign County Recycling Coordinator, each party agrees to provide its share of funds as shown in Table 4.1, payable to 'Champaign County' to the attention of Recycling Coordinator, Champaign County Department of Planning and Zoning, 1776 E. Washington Street, Urbana, IL 61802.

Section 6. Amendments.

This agreement may be amended only in writing signed by all parties.

Section 7. Survival of Provisions.

Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

CHAMPAIGN COUNTY

By: [Signature]

Date: March 27, 2026

ATTEST: [Signature]

APPROVED AS TO FORM:

[Signature]
State's Attorney's Office

CITY OF CHAMPAIGN
An Illinois Municipal Corporation

By: Joan Walls
Joan Walls, City Manager

Date: 4/10/2026

ATTEST: Shannon Myers
City Clerk

APPROVED AS TO FORM:

Jared D. Black
Asst. City Attorney

CITY OF URBANA
An Illinois Municipal Corporation

By: _____

Date: _____

ATTEST: _____

APPROVED AS TO FORM:

City Attorney

VILLAGE OF SAVOY
An Illinois Municipal Corporation

By: _____

Date: _____

ATTEST: _____

APPROVED AS TO FORM:

Village Attorney



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanailinois.us

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: May 4, 2026, Committee of the Whole
Subject: A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List

Summary

Action Requested

City Council is being asked to approve the following **Reallocation Plan** for several subrecipient projects funded by American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) or “ARPA funds”:

- Reallocation of \$10,037 in ARPA funds from the Housing and Homeless Innovation (**HHI**) subrecipient project to the Cunningham Township Supervisor's Office's “Bridge to Home” (**B2H**) ARPA subrecipient project;
- Reallocation of \$15,000 in ARPA funds from the Roof Repair and Replacement (**RRR**) subrecipient project to the University YMCA and Refugee Center New American Welcome Center “COVID-19 Recovery for Immigrant Communities” (**NAWC**) ARPA subrecipient project; and
- Reallocation of \$15,000 in ARPA funds from the Roof Repair and Replacement (**RRR**) subrecipient project to the Housing Authority of Champaign County “Steer Place Renovation Project” (**SPR**) ARPA subrecipient project.

The total reallocation amount is \$40,037. The proposed resolution would amend Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List and authorize the Reallocation Plan above.

Brief Background

Following a late-2025 review in collaboration with the Champaign County Regional Planning Commission (RPC) and the respective project owners, City staff determined that the Housing and Homeless Innovation (HHI) and Roof Repair and Replacement (RRR) projects could not fully exhaust their allocated ARPA funds by the December 31 deadline. Subsequent partnership among City staff, Council members, and project owners resulted in the Reallocation Plan described above.

Subsequent partnership between City staff and Council members resulted in the **Reallocation Plan** described in the bullets above. Please see the table below, summarizing the proposed Reallocation Plan:

	Original Allocation	Reallocation Amount	New Allocation	Percent Change
Reallocate From:				
HHI	\$310,037	-\$10,037	\$300,000	-3.2%
RRR	\$150,000	-\$30,000	\$120,000	-20.0%
Reallocate To:				
B2H	\$658,838	+\$10,037	\$668,875	1.5%
NAWC	\$450,000	+\$15,000	\$465,000	3.3%
SPR	\$500,000	+\$15,000	\$515,000	3.0%

Relationship to City Services and Priorities

Impact on Core Services

There are no known or anticipated impacts on core City services. The Reallocation Plan aligns with the support the City offers to its coterminous jurisdiction, Cunningham Township, and to community service providers, so that they can provide social services and affordable housing.

Strategic Goals & Plans

The proposed Reallocation Plan supports multiple Strategic Areas, Strategies, and Action Steps of the Mayor-Council Goals:

- **Strategic Area #1: Public Safety and Well-Being.**
 - **Action Step 3a:** Complete a systematic review of ARPA subrecipient projects.
- **Strategic Area #2: Housing.**
 - **Action Step 1a:** Coordinate with housing and social services agencies to reduce homelessness.
 - **Action Step 2a:** Provide targeted assistance for rehabilitation and repairs of dilapidated houses in targeted neighborhoods, with a special emphasis on seniors.

Previous Council Actions

Previously, the Council passed Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List. The proposed resolution to amend Resolution_2023-02-013R.pdf also aligns with multiple Big Moves from the 2025 Comprehensive Plan, including:

- **Big Move 1:** Address Urbana’s Diverse Housing Needs
- **Big Move 10:** Support Community Health, Safety, and Well-Being

Discussion

Additional Background Information

The City of Urbana was the recipient of about \$13 million in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) or “ARPA funds.” Urbana City Council voted to allocate about \$10 million to 26 different subrecipient projects in Resolution_2023-02-013R.pdf. Twenty-three (23) subrecipient projects are fully closed out or are over 94% of scheduled spend down. Over 98% of Urbana’s ARPA subrecipient project funds have already been spent or credibly allocated (e.g., for regular recurring payments into future months).

Although no new subrecipient projects can be started after the December 31, 2024 obligation deadline, US Treasury guidance and FAQs anticipated that some recipient and subrecipient projects would not be able to exhaust their ARPA funds by the December 31, 2026 spending deadline (for a variety of reasons: recipient capacity, project timeline, availability of other funds, etc.). In that case, ARPA funds may be reallocated to other existing subrecipient projects obligated or funded by December 31, 2024.

Following a late-2025 review in collaboration with the Champaign County Regional Planning Commission (RPC) and the respective project owners, City staff determined that the Housing and Homeless Innovation (HHI) and Roof Repair and Replacement (RRR) projects could not fully exhaust their allocated ARPA funds by the December 31 deadline. Subsequent partnership among City staff, Council members, and project owners resulted in the Reallocation Plan described above.

“Bridge to Home” provides a continuum of housing and services for local residents experiencing homelessness and housing insecurity so they may access and maintain permanent housing.

“The New American Welcome Center” provides direct financial assistance for low-income immigrants, refugees, and migrants in need of rental and utility assistance.

The “Steer Place Renovation Project” supports the rehabilitation of Oscar Steer Place (Steer Place Apartments), a senior affordable housing project. Originally constructed in 1973, Steer Place Apartments needs significant improvements, especially related to security and accessibility.

Policy or Statutory Impacts

There are no known or anticipated policy or statutory impacts.

Fiscal and Budget Impact

The Reallocation Plan is intended to increase the likelihood that all ARPA funds are exhausted so that no unspent ARPA funds are returned to the United States Treasury.

Community Impact

The Reallocation Plan is intended to increase the likelihood that all ARPA funds are exhausted to maximize the community impact of those funds.

Recommendation

City Council is asked to approve the plan to reallocate a total of \$40,037 in ARPA funds **from** two subrecipient projects – Housing and Homeless Innovation and Roof Repair and Replacement – **to** three other existing ARPA subrecipient projects: (1) Cunningham Township Supervisor's Office “Bridge to Home,” (2) the University YMCA and Refugee Center New American Welcome Center “COVID-19 Recovery for Immigrant Communities,” and (3) the Housing Authority of Champaign County “Steer Place Renovation Project”, receiving \$10,037, \$15,000, and \$15,000, respectively.

Next Steps

Upon Council approval, the current agreements with the five affected subrecipient projects (HHI, RRR, B2H, NAWC, and SPR) will be amended to reflect the changes in subrecipient grants allocation amounts. RPC and City staff will continue to monitor subrecipient progress toward a full spend-down of their grants.

Attachments

1. [Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act \(ARPA\) Concept Plan Project List](#) (as a link)
2. Resolution _____ A Resolution Amending Resolution No. 2023-02-013R A Resolution Adopting the City of Urbana American Rescue Plan Act (ARPA) Concept Plan Project List

Originated by: Tarek Arthur Azim, Management Analyst

Reviewed: Matt Roeschley, City Attorney

Approved: Darius L. White, City Administrator

RESOLUTION NO. _____

**A RESOLUTION AMENDING RESOLUTION NO. 2023-02-013R A RESOLUTION
ADOPTING THE CITY OF URBANA AMERICAN RESCUE PLAN ACT (ARPA)
CONCEPT PLAN PROJECT LIST**

WHEREAS, the City of Urbana, classified as a metropolitan city with a population below 250,000, was awarded \$12.97 million in funds as part of the State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act (ARPA) in March 2021; and

WHEREAS, the City of Urbana entered into a Project and Fiscal Management Agreement with the Champaign County Regional Planning Commission (RPC) in order to solicit meaningful public input, draft a concept plan outlining desired outcomes, and monitor and report on uses of ARPA funds in a fiscally responsible, outcome-oriented manner; and

WHEREAS, the City of Urbana has adopted the Concept Plan, which contains eight Funding Goals for the remaining ARPA funds; and

WHEREAS, the Concept Plan and its Funding Goals represent the outcomes the City desires to achieve; and

WHEREAS, the City of Urbana solicited for and received applications for projects that aim to achieve the Funding Goals of the Concept Plan; and

WHEREAS, the City reviewed and evaluated applications, presentations, and supplemental submittals and worked to determine the best way to achieve the Concept Plan Funding Goals for projects that aim to achieve the Funding Goals of the Concept Plan; and

WHEREAS, the City of Urbana adopted the ARPA Concept Plan Project List on February 27, 2023, allocating \$9,949,343 in funds to subrecipient projects; and

WHEREAS, each sub-recipient of ARPA SLFRF is required to enter into a contract with the City of Urbana that details the project dates, funding distribution timeline, performance standards, and additional terms and conditions applicable to the individual project; and that all sub-

recipients shall complete all reporting requirements set forth by ARPA regulations and the City of Urbana; and

WHEREAS, following a review in collaboration with the Champaign County Regional Planning Commission (RPC) and the respective project owners, City staff determined that the Housing and Homeless Innovation (HHI) and Roof Repair and Replacement (RRR) subrecipient projects could not fully exhaust their allocated ARPA SLFRF by the December 31 deadline; and

WHEREAS, although no new subrecipient projects can be started after the December 31, 2024 obligation deadline, U.S. Department of the Treasury guidance and FAQs allow ARPA SLFRF to be reallocated to other existing subrecipient projects obligated or funded by December 31, 2024; and

WHEREAS, the City desires to ensure all ARPA SLFRF funds are spent down for maximum community impact before the December 31, 2026, deadline.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. The City adopts a Reallocation Plan to transfer a total of \$40,037 in ARPA funds from two subrecipient projects – Housing and Homeless Innovation and Roof Repair and Replacement – to three other existing ARPA subrecipient projects: (1) Cunningham Township Supervisor's Office “Bridge to Home” (B2H); (2) the University YMCA and Refugee Center New American Welcome Center “COVID-19 Recovery for Immigrant Communities” (NAWC); and (3) the Housing Authority of Champaign County “Steer Place Renovation Project” (SPR), receiving \$10,037, \$15,000, and \$15,000, respectively, as summarized in the table below:

	Original Allocation	Reallocation Amount	New Allocation	Percent Change
Reallocate From:				
HHI	\$310,037	-\$10,037	\$300,000	-3.2%
RRR	\$150,000	-\$30,000	\$120,000	-20.0%
Reallocate To:				
B2H	\$658,838	+\$10,037	\$668,875	1.5%
NAWC	\$450,000	+\$15,000	\$465,000	3.3%
SPR	\$500,000	+\$15,000	\$515,000	3.0%

Section 2. That the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to the Mayor's signature as so authorized for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, ____.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

PASSED BY THE CITY COUNCIL this ____ day of _____, ____.

DeShawn B. Williams, Mayor



City of Urbana
 400 S. Vine Street, Urbana, IL 61801
www.UrbanaIL.gov

MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

Meeting: May 4, 2026, Committee of the Whole Meeting
Subject: Increasing the Number of Class R&T-1 Liquor Licenses for Maya Quetzal, Inc.,
 d/b/a Tres Nopales, 114 South Race Street

Summary

Action Requested

City Council is asked to approve the attached resolution that would increase the number of Class R&T-1 liquor licenses in the City of Urbana.

Brief Background

Maya Quetzal, Inc., d/b/a Tres Nopales, has applied for a Class R&T-1 (Restaurant & Tavern) liquor license for their establishment at 114 South Race Street in Urbana.

Relationship to City Services and Priorities

Impact on Core Services

N/A

Strategic Goals & Plans

N/A

Previous Council Actions

N/A

Discussion

Additional Background Information

A Class R&T-1 liquor license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.

It is prohibited to sell, serve, or allow others to sell or serve alcoholic beverages in Urbana without the appropriate license or if the sale or service does not adhere to the requirements of the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding

areas, and nearby spaces clean and free of litter. The Local Liquor Commissioner can issue a notice to address litter, and if it is not fixed within 24 hours, the license could be revoked, or other legal action may be taken.

Recommendation

City Council is asked to approve the Class R&T-1 liquor license for Maya Quetzal, Inc., d/b/a Tres Nopales, 114 S Race Street.

Next Steps

Upon approval the Deputy Liquor Commissioner will prepare and issue a Class R&T-1 liquor license for Maya Quetzal, Inc., d/b/a Tres Nopales, 114 South Race Street, with an expiration date of June 30, 2026.

Attachments

A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for Maya Quetzal, Inc., d/b/a Tres Nopales, 114 South Race Street, Urbana, Ill.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Darius L. White, City Administrator

Approved: DeShawn B. Williams, Mayor/Liquor Commissioner

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR
LICENSES IN THE CLASS R&T-1 DESIGNATION FOR
MAYA QUETZAL, INC., D/B/A TRES NOPALES,
114 SOUTH RACE STREET, URBANA, ILL.**

WHEREAS, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

WHEREAS, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new license; and

WHEREAS, an application for a liquor license in the Class R&T-1 designation has been submitted to the Local Liquor Commissioner; and

WHEREAS, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class R&T-1 designation by one for Maya Quetzal, Inc., d/b/a Tres Nopales, 114 South Race Street, Urbana, Ill.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

The maximum number of liquor licenses in the Class R&T-1 designation is hereby increased by one for Maya Quetzal, Inc., d/b/a Tres Nopales, 114 South Race Street, Urbana, Ill. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

PASSED BY THE CITY COUNCIL this _____ day of _____, _____.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, _____.

DeShawn B. Williams, Mayor

Ordinance No. 2024-12-042

AN ORDINANCE ESTABLISHING APPROVAL, POLICY, AND REPORTING REQUIREMENTS FOR SURVEILLANCE TECHNOLOGY

WHEREAS, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

WHEREAS, the City of Urbana reaffirmed its commitment as a sanctuary city in Resolution No. 2016-12-070R, stating that “the City Council and the Mayor will join with councils and mayors from other communities around the country to stand with our immigrant residents and defend policies that welcome and protect immigrants...” and that “no city employee or official or department or agency of the City of Urbana shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or the investigation is required by a court order...”; and

WHEREAS, the City of Urbana adopted the Ten Shared Principles on June 22, 2020 in Resolution No. 2020-06-031R which states “We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status;” provides support to “build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles” and advocates for “the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality”; and

WHEREAS, it is the Urbana City Council (“Council” or “City Council”) and City's responsibility to legislate matters of public safety and accountability to the public, and any use or expense of surveillance technology require due public process and approval from City Council; and

WHEREAS, the Urbana City Council finds that no decision relating to surveillance technology should be made without collaborative community input and consideration of the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by Article I of the Illinois Constitution and the First, Fourth, and Fourteenth Amendments to the United States Constitution; and

WHEREAS, the use of surveillance technologies are known to have had a significant, detrimental impact on civil rights and civil liberties, namely the invasion of an individual's privacy and infringing on their right to be left alone, including those guaranteed by the First, Fourth and Fourteenth Amendments to the United States Constitution, and thus it is incumbent on the police seeking to fund, acquire, or use a surveillance technology to expressly identify the potential adverse impacts the technology may have on civil rights and civil liberties and what specific measures it will undertake to prevent such adverse impacts; and

WHEREAS, surveillance technologies can create oppressive, stigmatizing environments when used indiscriminately, continuously, or pervasively, especially for communities that have historically been disproportionately targeted by their use, such as communities of color, low-income communities, and politically active communities; and

WHEREAS, the urgency to publicly process the acquisition of surveillance technologies is necessitated by new concerns whether surveillance technologies will be used to apprehend people from out-of-state seeking abortions and other reproductive healthcare in Illinois; people without legal immigration status who seek asylum and would be sought for deportation; peaceful individuals or organizations exercising their rights, including expressing grievances against the government; and people whose race, national origin, ethnic identity, gender identity, sexual orientation, or other protected demographics place them under potential for additional surveillance; and

WHEREAS, the need for a public process to acquire surveillance technologies is further required because of the likelihood that federal law enforcement agencies will access any data stored by surveillance technologies; and

WHEREAS, as of the passing of this ordinance, there is no current city policy on the use and acquisition of police surveillance technology, and it is therefore necessary to clarify the Council's position on the required processes of public accountability;

NOW THEREFORE BE IT ORDAINED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. Purpose:

The purpose of this ordinance is to provide transparency, oversight, and accountability regarding the acquisition and use of surveillance technology and the data it collects by the City of Urbana police department, and to protect privacy, civil rights, and racial and immigrant justice.

Section 2. Approval Process for Surveillance Technology Acquisition or Use

(a) When the Police Department seeks to acquire or use new surveillance technology or change an existing Use Policy, it shall, prior to such acquisition or use obtain approval by majority vote of the Urbana City Council prior to purchasing, acquiring, or using any new surveillance technology (as defined in Attachment A of this Ordinance), which includes adding data from a new source or new analytic tools in a manner which changes the functionality of the existing data collected by the surveillance technology.

(b) At least thirty (30) days prior to seeking approval of a surveillance technology, the City shall submit to the City Council and make publicly available a written and unredacted surveillance technology “Use Report,” along with a draft of the proposed surveillance technology “Use Policy” (*as defined in Attachment A of this Ordinance*). During this time, the public will have the opportunity to provide input to the City Council.

(c) Once approved or denied by the City Council, surveillance technology may be reconsidered under the following circumstances and procedures:

(1) Twelve (12) months or more after its most recent vote to approve or reconsider the technology;

(2) At any time, due to a demonstrable material change in circumstances that may affect the City Council’s intent in previously approving or denying the use of a particular technology, including but not limited to the following:

a. evidence showing that the approved use of a technology has led to an outcome indicating a discriminatory impact or some other infringement of individual rights;

b. a change in the law that changes or materially impacts the previously approved or denied use of such technology;

c. the revelation of a previously unknown capability, functionality, or application of the approved technology that is inconsistent with the City Council’s previous intent in approving or denying the technology; or

(3) A request to reconsider a previously approved or denied surveillance technology may be placed on a Committee of the Whole agenda by the Mayor or by council members consistent with City Council rules in effect at the time of the request.

(4) Once a request for reconsideration is placed on a Committee of the Whole agenda, the City Council must then vote on whether to proceed with formal reconsideration of the technology.

(5) Approval of reconsideration under paragraph (c)(1) of this section shall be by a simple council majority. Approval of reconsideration under paragraph (c)(2) of this section shall be by a 2/3 vote of the corporate authorities.

(6) If a request for reconsideration is approved by the City Council, the party requesting reconsideration will present to the City Council the material basis for the reconsideration, if applicable, and any proposed Council action, at a future Committee of the Whole meeting.

Section 3. Standard for Approval of Surveillance Technology

a) When evaluating a request for the use of surveillance technology, the City Council may consider a range of factors, including but not limited to:

- i) The potential public safety benefits and effectiveness of the technology.
- ii) The economic, social, and community costs associated with its implementation and use.
- iii) Any potential impacts on civil liberties and civil rights, including privacy concerns.
- iv) The possibility of disparate impacts on specific communities or groups.
- v) Safeguards or oversight mechanisms that could mitigate risks or unintended consequences.
- vi) Alternative methods or technologies that could achieve similar outcomes with fewer negative effects.

Section 4. Reporting and Approval of Existing Surveillance Technologies

(a) For all existing or hereinafter approved surveillance technology in use, a “Surveillance Technology Annual Report” will be publicly available and presented to City Council each year, which includes a current copy of the “Use Policy” for each technology and other information included in the definitions in Attachment A.

(b) For all surveillance technology referenced here that are already in use at the time this Ordinance is approved:

- (i) The City shall present to City Council a “Use Report” and “Use Policy” for each technology in use, within one hundred twenty (120) days of the passing of this Ordinance, unless otherwise extended with approval by majority vote from City Council. No more than two (2) extensions shall be granted for any individual technology or database in use.

(ii) The existing surveillance technologies shall require a formal approval process (as outlined in Section 2 and 3 of this Ordinance) as soon as the information on each technology is made available.

(iii) If the Council has not approved the continuing use of the surveillance technology, including the Use Report and the Use Policy, within one hundred eighty (180) days of its submission to the Council, unless otherwise extended, the City Department shall cease its use of the surveillance technology and the sharing of surveillance data therefrom until such time as Council approval by majority vote is obtained in accordance with this Ordinance.

(iv) During the period that continued use is not yet approved, the technology or database contract shall not be renewed or extended even if the result would be the termination of availability of the use before one hundred eighty (180) days.

Section 5. Contractual Agreements Involving Surveillance Technology

(a) Except where otherwise allowed under this Ordinance all contracts or agreements for the acquisition or use of surveillance technology, regardless of duration or cost, shall require formal approval by a majority vote of the City Council prior to execution.

(b) Prior to approval, City Departments, through the Mayor's Office, shall provide all members of City Council with a complete copy of any and all contract(s) or other agreement(s) for the purchase, acquisition, or use of any new surveillance technology. Consistent with its obligations under the Illinois Freedom of Information Act (FOIA) and current practice, the City shall not enter into a nondisclosure agreement or contractual confidentiality provision with any surveillance technology vendor or third party provider that limits or purports to limit the disclosure of records or information subject to FOIA..

(c) The City shall not enter into any contract or other agreement that facilitates the sharing of surveillance data in the City's possession with any non-governmental entity or third party in exchange for money or other consideration, whether or not such surveillance data was generated by or is owned by the City. Any such contracts or agreements signed prior to the enactment of this ordinance that are inconsistent with this section shall be terminated as soon as is permissible under the terms of the agreement.

Section 6. Disaster Circumstances

(a) Notwithstanding the provisions of this ordinance, the Urbana Police Department may temporarily acquire or temporarily use surveillance technology in disaster circumstances for a period not to exceed thirty (30) days, with approval from the Mayor or their designee, without following the provisions of approval stated in this ordinance before that acquisition or use. No more than two (2) consecutive periods of disaster circumstantial use shall be granted for any individual technology or database.

(b) If the Urbana Police Department acquires or uses surveillance technology in disaster circumstances under this section, the Department must:

(i) Report that acquisition or use to the City Council in writing within thirty (30) days following the end of those disaster circumstances and the use of the surveillance technology.

(ii) Submit a Use Report and, if necessary, a technology-specific Use Policy to the City Council regarding that Surveillance Technology within thirty (30) days following the end of those disaster circumstances.

(iii) Include that surveillance technology in the next Surveillance Technology Annual Report to the City Council following the end of those disaster circumstances.

(iv) If the City Department is unable to meet the 30-day timeline to submit a surveillance technology Use Report and, if necessary, a technology-specific Use Policy to the City Council, the City Department must notify the City Council in writing requesting to extend this period. The City Council may grant extensions in 30-day increments beyond the original 30-day timeline to submit a surveillance technology Use Report, and, if necessary, a technology-specific Use Policy.

(v) Any surveillance technology Use Report, and, if necessary, any technology-specific Use Policy submitted to the City Council under this subsection shall be made publicly available on the City's website upon submission to the City Council.

(vi) Any Surveillance Technology Use Report and, if necessary, technology-specific Use Policy submitted to the City Council under this section may be redacted to the extent required to comply with an order by a court of competent jurisdiction, or to exclude information that, in the reasonable discretion of the Urbana Police Department or other City Department, would, if disclosed, materially jeopardize an

ongoing investigation or otherwise represent a significant risk to public safety and security; provided, however, that any information redacted pursuant to this paragraph will be released in the next Surveillance Technology Annual Report following the point at which the reason for such redaction no longer exists.

(c) Departments using approved surveillance technologies or other technologies with unutilized and unapproved surveillance capabilities may apply a technical patch or upgrade that is necessary to maintain essential operations or to mitigate cyber security threats to the City. The department shall not use any unapproved new surveillance capabilities of the technology until the requirements of this ordinance are met or unless the Mayor or the Mayor's designee determines that the use is unavoidable; in that case, the Mayor shall request City Council approval as soon as possible. The request shall include a report to the City Council of how the altered surveillance capabilities were used since the time of the upgrade.

Section 7. Destruction of Improperly Collected Data

(a) Prohibition on Use or Disclosure

Any data collected through the use of surveillance technology in violation of this ordinance, and any data or information derived from such data, shall not:

1. Be knowingly used or introduced as evidence by any City department, agency, employee, or official in any criminal, civil, or administrative proceeding against any member of the public, except in a proceeding alleging a violation of this ordinance; or
2. Be knowingly disclosed or provided by any City department, agency, employee, or official to any other person or entity for the purpose of investigation, enforcement, or evidentiary use.

(b) Preservation Pending Review

Upon discovery that data may have been created or collected in violation of this ordinance, the City department possessing the data shall:

1. Segregate and preserve the data pending review; and
2. Promptly notify the appropriate prosecuting authority if the data relates to a known or reasonably foreseeable criminal investigation or prosecution.

(c) Review for Evidentiary and Discovery Obligations

Before any deletion or destruction of data subject to this section:

1. The appropriate prosecuting authority shall be given a reasonable opportunity to determine whether the data must be preserved to comply with constitutional, statutory, or court-imposed disclosure obligations, including obligations recognized under *Brady v. Maryland* and applicable Illinois discovery rules.

2. If the prosecuting authority determines that the data may be material to the defense in a criminal case, a copy of the potentially material data shall be disclosed to the defendant in accordance with applicable law before any deletion or destruction.

(d) Deletion and Destruction

After completion of the review described above, and once the City determines that retention is not required by law, court order, evidentiary obligations, or pending litigation, the data and any derivatives shall be permanently deleted or destroyed as soon as possible under applicable records retention requirements.

(e) Documentation

The City department or agency responsible for the surveillance technology shall document:

1. The determination that the data was collected in violation of this ordinance;
2. Any review conducted under subsection (c); and
3. The date and method of deletion or destruction.

Such documentation shall be retained in accordance with applicable records retention laws.

Section 8. Surveillance Technology Reporting Oversight and Policy Review

- (a) The Civilian Police Review Board (CPRB) shall review each Surveillance Technology Annual Report, Use Report, and Use Policy of surveillance technology or database subject to this ordinance, with a final vote on the recommendation by CBRP before moving to the Urbana City Council Committee of the Whole. If the CPRB is not able to review the reports and policies in a reasonable time-frame due to logistical factors, the City Department will present the reason for lack of CPRB review to council.
- (b) The CPRB and the Human Rights Commission (HRC) may hear complaints within their existing authority under the City Code that involve the use of surveillance technology or databases.
- (c) Upon request by the CPRB or HRC, City Departments shall provide records relevant to a complaint properly before that body that involves the use of surveillance technology or databases.
- (d) The City Council and CPRB, in its review of Surveillance Technology Annual Reports and Use Reports, may request and shall be entitled to receive and review records related to the use of such technology by City Departments.

Section 9. Incorporation of State Law; Conflict

The Protecting Household Privacy Act, 5 Illinois Compiled Statutes 855/1 et seq., the Freedom from Drone Surveillance Act, 725 Illinois Compiled Statutes 167/1 et seq., and the Freedom from Location Surveillance Act, 725 Illinois Compiled Statutes 168/1 et seq., are incorporated herein by reference as part of this article. In the case of a conflict between a provision of state law and a provision of this article, the more stringent provision shall control.

Section 10. Definitions

The list of relevant definitions is included in Attachment A as part of this Ordinance.

[The final version will be formatted for city code]

PASSED BY THE CITY COUNCIL this ____ day of _____, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2026.

Diane Wolfe Marlin, Mayor

ATTACHMENT A
(Ordinance No. 2024-12-042)

Definitions:

- 1) *Disaster Circumstances* mean occurrences that are determined by the Mayor or their designee to meet the definition of a “disaster” under the Illinois Emergency Management Agency Act (220 ILCS 3305/1 et seq), meaning “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.” The use of surveillance technology in disaster circumstances shall not infringe upon an individual’s right to peacefully protest or exercise other lawful and protected constitutional rights.
- 2) *Surveillance* means the act of observing or analyzing the movements, behavior, or actions of identifiable individuals.
- 4) *Surveillance Technology* means any device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, associational, or similar information specifically associated with, or capable of being associated with, any identifiable individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance monitoring device, hardware, or software.
 - a) Examples of Surveillance Technology include, but are not limited to:
 1. International mobile subscriber identity (IMSI) catchers and other cell-site simulators;
 2. Automatic license plate readers;
 3. Closed-circuit television cameras except as otherwise provided herein;
 4. Biometric Surveillance Technology, including facial, voice, iris, and gait-recognition software and databases;
 5. Gunshot detection and location hardware and services;
 6. GPS tracking systems that monitor an individual’s location without authorization;
 7. X-ray vans;
 8. Video and audio monitoring and/or recording technology that can be remotely accessed, including privately owned devices such as doorbell or private security cameras;

9. Surveillance enabled or capable light bulbs or light fixtures;
10. Tools, including software and hardware, used to gain unauthorized access to a mobile device, computer, computer service, or computer network;
11. Social media monitoring software;
12. Through-the-wall radar or similar imaging technology;
13. Passive scanners of radio networks;
14. Long-range Bluetooth and other wireless-scanning devices;
15. Thermal imaging or “forward-looking infrared” devices or cameras;
16. Electronic database systems containing or analyzing surveillance data about identifiable individuals;
17. Radio-frequency identification (RFID) scanners; and
18. Use of aerial drones by or on behalf of the City within City limits, in addition to compliance with the Illinois Freedom from Drone Surveillance Act
19. Software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software.

b) Surveillance Technology does not include the following devices, software, or hardware, which are exempt from the requirements of this ordinance, unless the devices, hardware, or software are modified to include additional surveillance capabilities:

1. Routine office hardware, such as televisions, computers, and printers, that are in widespread public use and will not be used for any surveillance or surveillance- related functions;
2. Parking ticket devices (PTDs) and related databases;
3. Manually-operated, non-wearable, handheld digital cameras, audio recorders, and video recorders that are not designed to be used surreptitiously and whose functionality is used for manually capturing and manually downloading video and/or audio recordings;
4. Cameras installed in or on a police vehicle;
5. Body-worn cameras as required by the Illinois Law Enforcement-Worn Body Camera Act, 50 ILCS 706/10-1 *et seq.*, as amended;
6. Cameras installed pursuant to state law authorization in or on any vehicle or along a public right-of-way solely to record traffic violations or traffic patterns, provided that the Surveillance Data gathered is used only for that purpose;
7. Surveillance devices that cannot record or transmit audio or video or be remotely accessed, such as image stabilizing binoculars or night vision goggles;
8. City databases that do not and will not contain any Surveillance Data or other information collected, captured, recorded, retained, processed, intercepted, or analyzed by Surveillance Technology;

9. Manually-operated technological devices that are used primarily for internal City communications and are not designed to surreptitiously collect Surveillance Data, such as radios and email systems;
10. Card readers and key fobs used by City employees and other authorized persons for access to City-owned or controlled buildings and property;
11. Cameras installed on City property solely for security purposes, including closed-circuit television cameras installed by the City to monitor entryways and outdoor areas of City-owned or controlled buildings and property for the purpose of controlling access, maintaining the safety of City employees and visitors to City buildings, and protecting City property;
12. Security cameras including closed-circuit television cameras installed by the City to monitor cashiers' windows and other cash-handling operations on City property and to maintain the safety of City employees and visitors to such areas;
13. Technology that monitors only City employees in response to complaints of wrongdoing or in order to prevent waste, fraud, or abuse of City resources.
14. Personal communication devices that have not been modified beyond stock manufacturer capabilities in a manner described above, provided that any bundled Face Recognition Technology is only used for the sole purpose of user authentication in the regular course of conducting City business.

(c) "Use Report" shall mean a publicly released, legally enforceable written report that includes, at a minimum, the following:

- (i) Information describing the surveillance technology and how it works.
- (ii) Information on the proposed purpose(s) of the surveillance technology.
- (iii) If the surveillance technology will not be uniformly deployed throughout the city, what factors will be used to determine where the technology will be deployed or targeted, and the location(s) where it may be deployed and crime statistics for such location(s).
- (iv) The fiscal impact of the surveillance technology, including initial purchase and other known ongoing costs, including impact on personnel time, along with any current or potential sources of funding.
- (v) An assessment of whether use of the surveillance technology will have an unwarranted disparate impact on protected classes and demographics, as defined in the Illinois Civil Rights Act of 2003, the Urbana Human Rights Ordinance, and other relevant laws and policies.

(vi) An assessment identifying any potential adverse impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, and what specific, affirmative measures will be implemented to safeguard the public from the potential adverse impacts.

(vii) Whether use or maintenance of the surveillance technology will require data gathered by the technology to be handled or stored by a third-party vendor on an ongoing basis.

(d) “Use Policy” shall mean a publicly released, legally enforceable written policy governing the use of the surveillance technology that, at a minimum, includes and addresses the following:

(i) Purpose: What specific purpose(s) the surveillance technology is intended to advance.

(ii) Description of the authorization for use of the surveillance technology: specifically, what legal and procedural rules will govern each authorized use; what potential uses of the surveillance technology will be expressly prohibited such as the warrantless surveillance of public events and gatherings; and how and under what circumstances will surveillance data that was collected, captured, recorded, or intercepted by the police technology be analyzed and reviewed.

(iii) Description of data collection, protection, and retention: specifically, what types of surveillance data will be collected, captured, recorded, intercepted, or retained by the police technology; what safeguards will be used to protect surveillance data from unauthorized access; for what maximum limited time period the surveillance data will be retained; and by what process the surveillance data will be regularly deleted after the retention period.

(iv) Description of data sharing: specifically, which governmental agencies, departments, bureaus, divisions, or units will be approved for data sharing; how such sharing is necessary for the stated purpose and use of the surveillance technology; and what mechanisms will ensure any entity sharing access to the surveillance technology or surveillance data complies with the applicable surveillance use requirements within the Urbana “Use Policy” and does not further disclose the surveillance data to unauthorized persons and entities.

(v) Training: The training required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology.

(vi) Auditing and Oversight: The mechanisms to ensure that the surveillance use policy is followed, including internal personnel assigned to ensure compliance with the surveillance use policy, internal record keeping of the use of the technology or access to information collected by the technology, technical measures to monitor for misuse, any independent person or entity with oversight authority.

(e) “Surveillance Technology Annual Report” shall mean a written report covering each surveillance technology in use over the past year that is publicly released at least once per year and shall, at a minimum, include the following:

- (i) A summary of how each surveillance technology was used, including locations and neighborhoods where technology or equipment was deployed, and information that may assist the City Council to assess whether the surveillance technology has been effective at achieving its identified purposes.
- (ii) Total annual costs for each surveillance technology and database, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (iii) How often and what type of collected surveillance data was shared with and received from any external persons or entities; under what legal standard(s) the information was disclosed; and the justification for the disclosure(s).
- (iv) A summary of complaints or concerns that were received about each surveillance technology.
- (v) The results of any internal audits, any information about violations of the Use Policy, and any actions taken in response to complaints or concerns.
- (vi) Justification for the continued use of each surveillance technology.