



**DATE:** Tuesday, February 24, 2026  
**TIME:** 6:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
  - 1. January 27, 2026 - Regular Meeting
- C. Additions to Agenda
- D. Public Input
- E. Presentations
- F. Staff Report
  - 1. Staff Briefing
- G. Unfinished Business
- H. New Business
- I. Adjournment

## 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](mailto: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 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>.

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@urbanil.gov](mailto:CityClerk@urbanil.gov)



*UNAPPROVED* MINUTES  
**COMMUNITY DEVELOPMENT COMMISSION MEETING**  
**Tuesday, January 27, 2026, City Council Chambers**  
**400 South Vine Street, Urbana, IL 61801**

**Call to Order:** Chairperson Anne Heinze Silvis called the meeting to order at 6:01 p.m.

**Roll Call:** The roll was called by Executive Assistant, Hillary Ortiz. A quorum was in present.

**Commission Members Present:** Anne Heinze-Silvis, Chris Diana, Rachel Harp, Alex Womack, and Patricia Jones

**Commission Members Excused/Absent:** N/A

**Others Present:** Nick Olsen, Interim Grants Manage; Eric McCann, Grants Specialist; Hillary Ortiz, Executive Assistant; and Chad Hoffman, Executive Director of Habitat for Humanity.

**Approval of Minutes:** Commissioner Jones moved to approve the minutes of the CD Commission Meeting that was held on October 28, 2025. Commissioner Womack seconded each motion. The motions carried unanimously.

**Petitions and Communications:** There were no petitions and communications.

**Audience Participation:** Chad Hoffman, Executive Director of Habitat for Humanity, stepped forward to introduce himself. He explained that Habitat for Humanity applied to receive CHDO funds this year, which would allow the organization to continue bringing affordable housing to the community. Mr. Hoffman informed the Commissioners that Habitat homeowners are required to complete 300 hours of service and participate in extensive financial education classes. He emphasized that Habitat for Humanity not only builds homes but also helps build long-term stability and better futures for participating families. If approved, the CHDO funds will assist with the development of five new builds slated for construction in Champaign County this year.

**Staff Report:** Mr. Olsen introduced and welcomed the new Community Development Commissioner, Rachel Harp, as well as Eric McCann, who recently joined the City of Urbana as the Grants Specialist.

Mr. Olsen provided the Commissioners with updates regarding the Annual Action Plan (AAP) timeline. He explained that the AAP is the one-year implementation component of the five-year Consolidated Plan. Staff are currently drafting the Year 2 plan and anticipate having a draft published by the end of February. A public hearing and 30-day public comment period are tentatively planned to coincide with the February Community Development Commission meeting,

with the final version of the plan returning to the Commission in March for their recommendation of approval.

Mr. Olsen noted that the annual Social Service Funding Grants application period is open from February 3 through April 6. This funding opportunity supports organizations that provide programs and services benefiting low-income Urbana residents across a range of eligible service categories. Information on eligibility criteria and service categories has been shared through the City's social media accounts, a recent press release, and the City's website. Mr. Olsen encouraged Commissioners to share the information within their networks to help increase awareness.

Mr. Olsen also provided a procedural update for the upcoming year, explaining that all funding recommendations will be forwarded directly to the City Council for approval because these are Community Development Special Funds (General Funds). As a result, they do not require a recommendation from the Community Development Commission, unlike prior years when Community Development Block Grant (CDBG) funds were used. He noted that staff will continue to keep the Commissioners informed as the process moves forward. Mr. Olsen added that any Commissioners interested in serving on the review committee for these grants should contact him directly for more information.

Lastly, Mr. Olsen updated the Commissioners on the status of the annual Point-in-Time (PIT) Count, a survey conducted by shelters and volunteers to estimate the number of individuals experiencing homelessness in Champaign County. This year's count took place on Thursday, January 22, 2026. Staff do not yet have the results, but once the data is officially released, they will provide an update to the Commission. Mr. Olsen noted that Katie Harmon, Director of the Continuum of Service Providers to the Homeless (CSPH), will make the data publicly available on the CSPH website.

**Old Business:** There was no Old Business to discuss.

**New Business:** Mr. Olsen brought two resolutions before the Commissioners for their recommendation for approval:

1. A Resolution Certifying a Community Housing Development Organization for the Urbana HOME Consortium (Habitat for Humanity, PY 2026).
2. A Resolution Approving and Authorizing the Execution of an Urbana HOME Consortium Community Housing Development Organization Funding Agreement (Habitat for Humanity, PY 2026).

Mr. Olsen explained that the City receives HOME funds through the Urbana HOME Consortium, which includes the City of Champaign, Champaign County, and the City of Urbana. For Program Year 2026, the City intends to certify Habitat for Humanity as the CHDO eligible to receive these funds. Habitat for Humanity submitted an application proposing the construction of five homes within the Consortium geography. Mr. Olsen stated that the first Resolution would certify Habitat as the CHDO for the year, and the second Resolution would authorize execution of the associated funding agreement.

Mr. Olsen further stated that Habitat for Humanity was the only organization to apply for CHDO funds this year. Their request included \$197,500 in development funds (\$39,500 per project for five projects, three of which will be in Champaign and two will be in Urbana) and \$30,000 in operating funds (\$6,000 per project). Mr. Olsen clarified that if the Commission recommends approval, staff will forward the resolutions to the City Council for final consideration. He stated that staff recommends approval, noting that the proposed projects align with Council goals related to affordable housing and are consistent with the FY 2025–2029 Consolidated Plan.

Following the overview, Commissioners engaged in discussion. Chairperson Silvis expressed appreciation for the value these projects bring to the community. Commissioner Diana raised concerns regarding the potential downside of Habitat homes, particularly related to property tax impacts for the homeowners. Commissioner Jones asked for clarification regarding the full cost of each build and the other funding sources contributing to the projects.

Mr. Hoffman responded that the \$37,500 per unit in CHDO funding represents only a portion of the total development cost, and that homeowners secure private loans in addition to donor contributions and government funding provided through CHDO and other sources. Mr. Hoffman further acknowledged that rising property taxes are a broader challenge throughout the city but noted that Habitat continues to work with homeowners to support long-term stability. He explained that Habitat works with homebuyers to maintain affordability, including offering 0% interest mortgages and adjusting loan terms as needed.

Mr. Olsen informed the Commissioners that the required project pro forma documents were included in the meeting packet, directing them to the specific page numbers. Mr. Hoffman added that five prospective homeowners have already been identified. Two homes are expected to begin construction soon, with completion anticipated in fall 2026. The remaining three homes are expected to begin construction in fall 2026 and be completed in spring 2027. He also provided additional details regarding Habitat’s mortgage structure, affordability calculations, and private donor sponsorship model.

Upon conclusion of the discussion, Commissioner Jones called for a motion on each resolution. Commissioner Jones moved to forward both resolutions to the City Council with a recommendation for approval. Commissioner Diana seconded. The motions passed unanimously.

**Study Session:** There were no Study Session items to discuss.

**Adjournment:** Seeing no further business, Chairperson Heinze-Silvis adjourned the meeting at 6:29 p.m.

Recorded by

Hillary L. Ortiz  
Executive Assistant



**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**

*GRANTS MANAGEMENT DIVISION*

**TO: Community Development Commission Members**  
**FROM: Nick Olsen, Interim Grants Division Manager**  
**DATE: February 24, 2026**  
**SUBJECT: Staff Briefing**

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**Grants Management Division Activities**

- Community Services Grant
- CHDO agreement approved by Council
- Staffing update