



**DATE:** Monday, April 21, 2025  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

Chair: Shirese Hursey, Ward 3

**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. **National Community Development Week Proclamation**

**E. Staff Report**

**F. New Business**

1. **Ordinance No. 2025-04-011:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #8 – Carle Settlement) – HRF
2. **Ordinance No. 2025-04-012:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees – HRF
3. **Resolution No. 2025-04-026R:** A Resolution Approving a School Resource Officer Program Intergovernmental Agreement – PD
4. **Ordinance No. 2025-04-013:** An Ordinance Approving a Comprehensive Plan (Imagine Urbana / Plan Case No. 2502-CP-25) – CD
5. **Resolution No. 2025-04-027R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for Public House 1833, LLC, 401 North Broadway Avenue, Urbana, Ill. – Exec

**G. Council Input and Communications**

**H. 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](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 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)



## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** April 21, 2025, Committee of the Whole

**Subject:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #8 – Carle Settlement)

### Summary

#### *Action Requested*

Forward the budget amendment authorizing this adjustment for approval at the April 28, 2025, City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

#### *Brief Background*

This Ordinance seeks Council approval to amend the FY2025 Annual Budget to pay a settlement of \$665,214.15 to Carle in relation to the 2013 property tax case.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

None.

#### *Strategic Goals & Plans*

None.

#### *Previous Council Actions*

The City Council approved [FY2025 Annual Budget](#) on June 24, 2024, Budget Amendment #1 on September 30, 2024, Budget Amendment #2 on November 25, 2024, Budget Amendment #4 on December 9, 2024, Budget Amendment #5 on February 3, 2025, Budget Amendment #6 on March 17, 2025, and Budget Amendment #7 on March 14, 2025..

### Discussion

#### *Additional Background Information*

The 2013 Carle case (2013-CH-170) involved 29 parcels that were not involved in the 2008 case. Carle received exemptions for these parcels for tax year 2012 and sought refunds for taxes paid between 2007 and 2011. The City has agreed to settle this case for \$665,214.15.

*Fiscal and Budget Impact*

Disputed property tax revenues were set aside in the City's General Reserve Fund pending a final resolution of the cases. This budget amendment would allow staff to disburse a portion of the reserved funds for this settlement. There is no impact on the City's General Operating Fund.

*Recommendation*

Forward the budget amendment authorizing these adjustments to the FY2025 budget with a recommendation for approval at the April 28, 2025 City Council meeting.

*Next Steps*

If the proposed adjustment is approved, staff will pay the agreed amount to Carle once the settlement is finalized.

**Attachments**

1. An Ordinance Revising the Annual Budget Ordinance

Originated: Don Ho, Senior Financial Analyst / Budget Coordinator

Reviewed: Elizabeth Hannan, HR & Finance Director / CFO

Approved: Carol Mitten, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #8 – Carle Settlement)**

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

**WHEREAS**, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and

**WHEREAS**, the said corporate authorities find that revising the annual budget ordinance by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs; and

**WHEREAS**, funds are available to effectuate the purpose of such revision; and

**WHEREAS**, the Budget Director may not make such revision under the authority so delegated to the Budget Director pursuant to 65 ILCS 5/8-2-9.6 or Urbana City Code Section 2-133.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS**, as follows:

**Section 1.**

The annual budget ordinance shall be and the same is hereby revised as set forth in the exhibit appended hereto and made a part hereof as if fully set forth herein.

**Section 2.**

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 (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this \_\_ Day of \_\_\_\_\_, 20\_\_.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

Budget Amendment 2024/25 - 08 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
<u>GENERAL RESERVE FUND (360)</u>						
<u>Expenditures</u>						
36060610-52723		GENERAL RESERVE PAYMENTS: OTHER CLAIMS & JUDGMENTS	300,000	893,531	593,531	CARLE PAYMENT
<u>Total Expenditures</u>			<u>300,000</u>	<u>893,531</u>	<u>593,531</u>	
<u>Ending Fund Balance (estimated)</u>			<u>3,220,222</u>	<u>2,626,691</u>	<u>(593,531)</u>	



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** April 21, 2025, Committee of the Whole  
**Subject:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees

### Summary

#### *Action Requested*

Forward the Ordinance and fee schedule to the City Council meeting on May 27, 2025 for action then.

#### *Brief Background*

Staff reviews license, permit, and service fees annually to keep pace with the cost of providing the services, which primarily consists of personnel costs. The Urbana City Code requires the proposed Schedule of Fees to be reviewed by the City Council and put on file with the City Clerk's Office at least thirty (30) days prior to final action by the City Council. During that time, the Schedule of Fees is available for public inspection and comment at the City Clerk's Office and our website. A notice that the schedule is available for review will be published in *The News-Gazette*.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Providing core services requires significant financial resources. Charging fees allows the City to recover some of the costs associated with providing these services. This ensures that the burden of funding these services is distributed among those who directly benefit from them. Overall, charging fees for core services is a practical and necessary approach for the City to ensure the sustainability of services.

#### *Strategic Goals & Plans*

Fee revenue is used to support the Capital Improvement Plan and a variety of other City services.

#### *Previous Council Actions*

On May 27, 2024, the City Council adopted [An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees](#).

## Discussion

### *Additional Background Information*

This year, Finance staff proposes a 4.82% increase to the majority of license, permit, and service fees. These increases will help cover personnel-related expenses, including cost of living, longevity, and step increases. Increases to fees will also cover increases related to the supplies and resources used to provide these services. These increases are also in line with the 4.82% fee increase incorporated into the five-year financial forecast presented to Council in February 2025.

Finance staff is recommending a standard increase practice beginning with the Fiscal Year 2026 fee schedule. The method for increasing fees will multiply the previous year's fee times the percentage increase, and round that number to the next five-dollar increment. Because this methodology will have a more prominent increase on fees under 50 dollars, Finance staff will only increase those fees biennially. Staff believes this methodology will result in greater consistency for fee increases across departments.

Notable increases above the recommended methodology include the stormwater utility fee increase of 7% as part of the [Urbana Stormwater Asset Management Plan](#) presented to Council on August 28, 2023. No increases are recommended for hourly parking meters, impound and tow fees, food handler licenses, and some smaller miscellaneous fees in Community Development.

Liquor license fees are presented in a separate fee schedule. Given there have been no fee increases for any liquor licenses since 2020, staff recommends increases to liquor licenses with current classification holders of 4% to better align with service costs while maintaining fairness. No increases to fees are recommended for liquor licenses with no active holders, gaming hall fees, rider fees, or late and miscellaneous fees. Staff feels these recommendations ensure that fee adjustments are reasonable, reflect the cost of providing services, and maintain competitiveness with surrounding areas.

The proposed Fee Schedules are attached to the Ordinance, highlighting all proposed adjustments in red.

### *Fiscal and Budget Impact*

Revision of the fee schedule allows the City to keep pace with the costs of providing the services related to the fees (e.g., inspections, enforcement, administrative costs, and sewer maintenance). If these fees are not periodically increased for inflation, the City may be forced to raise property taxes or other revenue sources to compensate. These fee increases, if approved, will generate approximately \$67,022 for the General Operating Fund, \$65,510 for the Sanitary Sewer Fund, \$157,919 for the Stormwater Utility Fund, and \$20,756 for the Parking Fund, for a total of roughly \$311,277 annually.

*Community Impact*

When the City increases fees in line with inflationary increases, the impact on the community is expected to be minimal. This modest adjustment ensures that the financial burden remains proportionate to changes in economic conditions, thereby mitigating any significant strain on residents' budgets. The stability and predictability of fee adjustments foster an environment of transparency and accountability, allowing residents to plan and budget accordingly. Additionally, these incremental fee increases enable the City to maintain the quality and reliability of core services without imposing undue hardship on its residents. Overall, by aligning fee adjustments with inflation, the City is committed to responsible governance while sustaining essential services vital to the community's well-being.

*Recommendation*

Forward the Ordinance and amended fee schedule to the City Council meeting on May 27, 2025, as presented with no changes, for action then.

*Next Steps*

Following approval of the fee schedule, staff will make appropriate adjustments to update fee information in financial systems and on the City's website.

**Attachments**

1. An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (July 1, 2025 through June 30, 2026)

Originated by: Kris Francisco, Finance Manager

Reviewed: Elizabeth Hannan, HR & Finance Director / CFO

Approved: Carol Mitten, City Administrator

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER 14, SECTION 14-7,  
REGARDING THE SCHEDULE OF FEES**

**(July 1, 2025 through June 30, 2026)**

**WHEREAS**, a written copy of the proposed fiscal year 2025 – 2026 Schedule of Fees for the various licenses, permits, fines, and other fees required under the Urbana City Code was filed with the City Clerk at least 30 days prior to this date; and

**WHEREAS**, the City Clerk has provided a copy of such proposed schedule to each member of the City Council, has made such schedule available for public inspection or copying, and has given notice of the availability of such proposed schedule for inspection by publication of a notice of such in a newspaper of general circulation in the City at least 14 days prior to this date.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY  
OF URBANA, ILLINOIS**, as follows:

**Section 1.**

Urbana City Code Chapter 14, “Licenses and Permits,” Section 14-7, “Schedule of Fees,” is hereby amended with the underlined text indicating new language and the strikethrough text indicating deletions as set forth in the Schedule which is attached hereto and incorporated herein by reference.

**Section 2.**

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 3.**

This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

**Section 4.**

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 on and after July 1, 2025.

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:

ABSTAINED:

\_\_\_\_\_  
**Darcy E Sandefur, City Clerk**

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**DeShawn Williams, Mayor**

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, ~~2024~~2025**

Item F2.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS A</b> (RETAILER'S ON-PREMISES)	This license permits the sale and service of all alcoholic liquor by the drink or in the original package form for consumption only on the premises where sold. These licenses are for those establishments that operate primarily as a bar.	<del>\$4,000</del> <u>4,160</u> \$3,000 for Beer and/or Wine Only	<i>All ages live performance event, catering, outdoor café, package, and video gaming</i>
<b>CLASS BYOB-R</b> (RESTAURANT ALLOWING BYOB)	This license permits alcoholic liquor to be brought onto the premises of a restaurant by a patron who is age twenty-one (21) years or older where the restaurant does not otherwise possess a city-issued liquor license.	<del>\$1,000</del> <u>1,040</u>	
<b>CLASS CA</b> (CATERERS RETAIL)	This license permits the sale or service of all alcoholic liquor of any type by a caterer in conjunction with the sale of prepared food for service at events that are not publicly advertised and that are not open to the general public at locations other than the premises leased, owned, or otherwise occupied or operated by the licensee.	<del>\$1,500</del> <u>1,560</u>	
<b>CLASS CS</b> (COMPLIMENTARY SERVICE)	This license authorizes Class CS license holders to serve alcoholic liquor, without charge, to the licensee's customers who are age twenty-one (21) years or older for consumption on the premises of a business that is not a restaurant and that does not otherwise possess a city-issued liquor license.	\$250	
<b>CLASS FM</b> (FARMERS MARKET)	This license authorizes Class FM license holders to conduct the retail sale of beer and wine in its original package form, for consumption off-premises, at a farmers market.	\$250	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 20242025**

Item F2.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS GC</b> (GOLF COURSE)	This license permits the sale and service of all alcoholic liquor by the drink or in original package form for consumption only at the clubhouse and snack bars or refreshment stands located in and about the defined golf course area, and from mobile carts operated in and about the golf course area.	<del>\$5,000</del> <u>5,200</u>	<i>Video gaming</i>
<b>CLASS GH</b> (GAMING HALL)	This license permits the gaming hall the sale and service of all alcoholic liquor by the drink or in original package form for on-premises consumption only where video gaming terminals (VGT) are or will be displayed for play or operation.	\$5,500, plus \$1,080 permit fee per VGT (up to 5)	
<b>CLASS H</b> (HOTEL)	This license permits the sale and service of all alcoholic liquor by the drink or in original package form for on hotel premises consumption only (not to include any restaurant at the hotel location). These licenses are for hotel bars.	<del>\$4,000</del> <u>4,160</u>	<i>Catering, hotel restaurant, outdoor café, and video gaming</i>
<b>CLASS MB-1</b> (MICRO-BREWERY)	This license permits the manufacture, sale and storage of beer, ale, wine, and fruit- or malt-based alcoholic beverages on the premises in certain quantities. This license also permits selling to other licensees that are licensed to sell at retail.	<del>\$1,500</del> <u>1,560</u>	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 20242025**

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<p align="center"><b>CLASS MB-2</b> (MICRO-BREWERY)</p>	<p>In addition to the provisions permitted in the Class MB-1 license, the MB-2 license permits the sale and service of the licensee’s alcoholic beverages and alcoholic liquor manufactured by other persons for consumption on or off the premises.</p>	<p align="center">\$<del>3,000</del><u>3,120</u></p>	<p align="center"><i>Catering, outdoor café, pick-up and delivery, video gaming</i></p>
<p align="center"><b>CLASS N</b> (RETIREMENT COMMUNITY)</p>	<p>This license permits a bona fide retirement community the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.</p>	<p align="center">\$<del>3,000</del><u>3,120</u></p>	
<p align="center"><b>CLASS P</b> (PACKAGE RETAILER’S OFF-PREMISES CONSUMPTION)</p>	<p>This license (package store) permits the licensee to sell at retail any and all alcoholic liquor in original package form for consumption off-premises only.</p>	<p align="center">\$<del>3,750</del><u>3,900</u></p>	<p align="center"><i>Grocery café, and pick-up and delivery</i></p>
<p align="center"><b>CLASS PB</b> (PEDAL BUS)</p>	<p>This license authorizes the license holder to permit the consumption of beer and wine on-board a pedal bus by a patron over the age of twenty-one (21), provided that the pedal bus is duly licensed to operate within the City of Urbana.</p>	<p align="center">\$500</p>	
<p align="center"><b>CLASS R&amp;T-1</b> (RESTAURANT &amp; TAVERN)</p>	<p>This 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.</p>	<p align="center">\$<del>3,500</del><u>3,640</u></p>	<p align="center"><i>Catering, outdoor café, package, and video gaming</i></p>

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, [20242025](#)**

Item F2.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS R&amp;T-2</b> (RESTAURANT & TAVERN)	This license permits the sale and service of beer and/or wine, 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.	<del>\$2,500</del> <a href="#">\$2,600</a>	<i>Catering, outdoor café, package, and video gaming</i>
<b>CLASS TH</b> (THEATRE)	This license permits the sale of alcoholic liquor by the drink or in original package form for consumption on the premises incidental to the viewing of motion pictures or live theatrical or stage performances at a theatre. The licensee shall not be permitted to operate a bar or lounge area at which alcoholic liquors alone may be purchased.	\$1,000	<i>Outdoor café</i>
<b>CLASS URO</b> (UNIVERSITY RELATED ORGANIZATION)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,000	<i>Outdoor café</i>
<b>CLASS TEMP-C</b>	Temporary license for current liquor licensees.	\$100	
<b>CLASS TEMP-N</b>	Temporary licenses for non-liquor licensees.	\$125	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, [20242025](#)**

Item F2.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS INC (INCUBATOR)</b>	This 6-month license is specific to persons not eligible for temporary licenses, or who do not seek to operate a business that would otherwise qualify to apply for another type of city-issued liquor license.	\$1,000 initial 6-month period  \$2,000 additional 6-month period	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, [20242025](#)**

Item F2.

**RIDER CLASSIFICATIONS AND FEES**

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>ALL AGES LIVE ENTERTAINMENT EVENT</b>	This rider permits persons between the ages of fourteen (14) years and seventeen (17) years to attend the licensee’s live performance event.	\$250	A
<b>CATERING</b>	This rider permits a licensee to sell and serve alcohol of the type permitted pursuant to their respective licenses at private events off the licensed premises that are neither advertised nor open to the general public. Class H licensee must own and/or operates a restaurant on the hotel premises.	\$350	A, H, MB-2, and R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, [20242025](#)**

Item F2.

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>GROCERY CAFÉ</b>	This rider permits a licensee to sell and serve wine and beer by the drink for consumption on the licensed premises.	\$500	P
<b>HOTEL RESTAURANT</b>	This rider permits a licensee to sell and serve alcoholic liquor for consumption within a restaurant that is wholly owned by and which is located within or attached to the licensee's hotel.	\$500	H

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, [20242025](#)**

Item F2.

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>OUTDOOR CAFÉ</b>	This rider permits the retail sale of alcoholic liquor by any person holding a valid license in that area for which such licensee holds a sidewalk café permit issued by the Director of Public Works or his or her designee, or pursuant to a lease agreement with the owner of private property that is immediately adjacent to the licensee's premises.	No Charge	A, H, MB-2, R&T, TH, URO
<b>PACKAGE</b>	This rider permits a licensee to sell alcoholic liquor in sealed original package form for off-premises consumption.	\$250	A, R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, [20242025](#)**

Item F2.

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>PICK-UP AND DELIVERY</b>	This rider permits a licensee to accept orders for alcoholic liquor in sealed original package form, for off-premises consumption, that are placed by telephone and/or through the licensee’s website, and to deliver such alcoholic liquor beyond the licensee’s licensed premises, including delivery to the customer at a location beyond the parcel of property on which the said premises is located.	\$500	MB-2, P
<b>VIDEO GAMING</b>	This rider permits the display and operation of video gaming terminals (VGT) on licensed premises.	\$500, plus \$1,080 permit fee per VGT (up to <del>50</del> )	A, GC, H, MB-2, R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, ~~2024~~2025**

Item F2.

<b>LATE FEES</b>	<b>DESCRIPTION</b>	<b>FEE</b>
<b>LATE RENEWAL FEE</b>	Applies to renewal applications received after filing deadline of June 1. <i>Renewal applications not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$100  <i>Additional \$25/ day</i>
<b>LATE FILING FEE</b>	Applies to Class TEMP licenses NOT filed at least ten (10) days prior to the event date. <i>Licenses not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$25  <i>Additional \$25/ day</i>
<b>LATE ANNUAL PAYMENT FEE</b>	Applies to annual payments received after 12 noon on the last business day in June. <i>Annual payments not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$100  <i>Additional \$25/ day</i>
<b>LATE SEMI-ANNUAL PAYMENT FEE</b>	Applies to semi-annual payments received after 12 noon on the last business day in December. <i>Semi-annual payments not received by due date stated above will incur an additional late fee per day after the initial due date.</i>	\$100  <i>Additional \$25/ day</i>

<b>MISCELLANEOUS FEES</b>	<b>FEE</b>
<b>ORIGINAL APPLICATION/NEW BUSINESS FEE</b>	\$500
<b>CHANGE OF OWNERSHIP OF PREMISE</b>	\$225
<b>CHANGE OF LICENSE CATEGORY</b>	\$225
<b>CHANGE OF FORM OF OWNERSHIP</b>	\$225
<b>NON-NOTIFICATION OF MANAGER CHANGE</b> (APPLIES FIVE (5) DAYS AFTER CHANGE IN MANAGERS)  <i>Non-notification of manager change will incur an additional late fee for every thirty (30) days after the initial due date as stated above.</i>	\$50  <i>Additional \$25/ every thirty (30) days</i>
<b>DUPLICATE LICENSE REPRINT FEE</b> (APPLIES TO ALL APPLICANTS WHO SUBMIT INCORRECT INFORMATION)	\$25

**SCHEDULE OF FEES - EFFECTIVE JULY 1, 20242025 , UNTIL CHANGED**

Item F2.

The following fees are applicable for the respective licenses, permits, fines, and other fees required under the Code of Ordinances, City of Urbana, Illinois, or as otherwise established by law.

**(A) LIQUOR LICENSES - REFER TO LIQUOR LICENSE CLASSIFICATIONS AND FEES SCHEDULE**

**(B) GENERAL**

1. Fire Prevention Permits:

(a) Non-Hazardous Material Facilities:

Criteria (Square Feet)	Fee
0 – 50,000 .....	\$ <u>150160.00</u>
50,001 – 100,000 .....	\$ <u>212225.00</u>
100,001 – 250,000 .....	\$ <u>300315.00</u>
250,001 – 500,000 .....	\$ <u>361380.00</u>
Greater than 500,000.....	\$ <u>450475.00</u>

(b) Hazardous Material Facilities:

1. Products that have known hazards and can be handled with essentially the equipment on the fire apparatus (flammable liquids).The permit fee shall be three hundred sixty dollars (\$360380.00).
2. Products that can be handled with essentially the equipment on the fire apparatus, but have low health hazard concerns for responders (Perchloroethylene) or small quantities of multiple products with similar hazards (flammable and combustible liquids). The permit fee shall be four hundred eighteen dollars (\$418440.00).
3. Small quantities of multiple products and multiple hazard products (flammable with low health hazard) or large quantities of a product that responders are familiar with and can be handled with essentially the equipment on the fire apparatus. The permit fee shall be four hundred eighty dollars (\$480505.00).
4. Products that can be handled with essentially the equipment on the fire apparatus, but have additional hazards for the responder (LP and cylinder), moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are less

familiar with, but can be handled with essentially the equipment on the fire apparatus. The permit fee shall be five hundred thirty-nine dollars (~~\$539~~565.00).

5. Large quantities of a product that responders are familiar with, have additional hazards, but can be handled with essentially the equipment on the fire apparatus. Moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are familiar, but are spread throughout a building, multiple buildings and/or equipment. The permit fee shall be five hundred ninety-eight dollars (~~\$598~~630.00).
  6. Moderate quantities of products with moderate health hazard that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.). Large quantity of products spread throughout a large facility in small amounts, small quantity of high hazard material, extremely large quantity of a product or small quantity of moderate products spread throughout a large facility with additional hazards concerns (compressed gases). The permit fee shall be seven hundred seventeen dollars (~~\$717~~750.00).
  7. Moderate quantity of an extremely hazardous substance (EHS requiring MABAS Response with possible evacuation concerns). Extremely large quantity of a product that has known hazards and can be handled with essentially the equipment on the fire apparatus (bulk storage facilities), or large quantity of compressed gas cylinders with various hazard levels. The permit fee shall be eight hundred thirty-eight dollars (~~\$838~~880.00).
  8. Extremely large quantities of products that have known hazards and can be handled with essentially the equipment on the fire apparatus, but due to location may require substantial evacuation concerns (bulk storage facilities in close proximity to a residential area). Large quantities of multiple extremely hazardous substances, extremely large quantities of an extremely hazardous substance, or extremely large quantities of multiple extremely hazardous substances. The permit fee shall be one thousand seventeen dollars (~~\$1,017~~1,070.00).
- (c) An initial late fee of ~~fifty-four~~sixty-dollars (~~\$54~~60.00) shall be added for the first thirty (30) days and ~~fifty-four~~sixty-dollars (~~\$54~~60.00) shall be added for every thirty (30) days or portion thereof, that such permit fee remains unpaid.

## 2. Fire Department Fees:

- (a) Excessive False Alarm Penalty: (see Section F-401.5.2 of the International Fire Code, as amended).....\$ 521525.00
- (b) File Research Property Information Audit..... \$ 5255.00
- (c) Non-Resident Reimbursement Fire Rescue Service Fees:
  - 1. Per apparatus .....\$ 271285.00/hr
  - 2. Per firefighter.....\$ 7680.00/hr
  - 3. Minimum fee (1 hour apparatus/staff) .....\$ 271285.00
- (d) Fireworks Display .....\$ 150160.00
- (e) Fire Watch Services
  - 1. Per apparatus .....\$ 271285.00/hr
  - 2. Per firefighter.....\$ 7680.00/hr
  - 3. Minimum fee (1 hour apparatus/staff) .....\$ 271285.00

3. Food Handling Licenses:

- (a) Food Handling Establishment .....\$ 87.00
- (b) Food Handling Mobile Dispenser .....\$ 618787.00
- ~~(c) Temporary .....\$ 56.00~~
- (d) Sidewalk Café Initial, adjacent premises .....\$ 5460.00
- (e) Sidewalk Café Renewal, adjacent premises .....\$ 2730.00

Sidewalk Café license renewals not filed by January 1<sup>st</sup> shall be double the current license fee.

4. Miscellaneous:

(a) Vehicles for Hire:

- 1. Driver's License Annual Fee .....\$ 4951.00
- Duplicate License .....\$ 10.00
- Late Licensing Fee (renewals after October 25<sup>th</sup>).....\$ 2728.00
- 2. Business License Annual Fee.....\$ 261275.00
- Duplicate License .....\$ 4015.00
- Late Filing Fee (plus \$10.00 per day after October 25<sup>th</sup>).....\$ 5460.00
- 3. Vehicle Registration Fee (per vehicle) .....\$ 8185.00
- Replacement Registration (plate/sticker) .....\$ 1720.00
- Transfer Vehicle Registration .....\$ 1720.00

4. A late filing fee of seventeen dollars (\$17.00) shall be added for each day that certificate of vehicle inspection, certificate of insurance or state vehicle registration is filed after stated due date.

5. Pedal Bus Business License Fee (up to 2 pedal buses).....	\$	208220.00
Pedal Bus Additional Registration Fee (per pedal bus).....	\$	5255.00
Duplicate License .....	\$	4015.00
Late Filing Fee (plus \$10.00 per day after March 25 <sup>th</sup> ).....	\$	2630.00

(b) Amusement devices:

1. For each amusement device.....	\$	425135.00
2. For game rooms .....	\$	1,5121,585.00
(twenty (20) or more devices in the same location)		

(c) Raffles:

1. Total retail value of all prizes or merchandise to be awarded exceeds twenty-five thousand dollars (\$25,000.00).....	\$	465175.00
2. Total retail value of all prizes or merchandise to be awarded exceeds five thousand dollars (\$5,000.00) but does not exceed twenty-five thousand dollars (\$25,000.00) .....	\$	3035.00
3. Total retail value of all prizes or merchandise to be awarded does not exceed five thousand dollars (\$5,000.00).....	\$	4520.00

(d) Relocator Registration Fee:

1. Initial .....	\$	5965.00
2. Renewal .....	\$	3235.00
3. Relocator license renewals not filed by July 1 <sup>st</sup> shall be double the current license fee.		

(e) Domestic Partnership:

1. Registration .....	\$	40.00
2. Termination.....	\$	2530.00

(f) Returned check charge ..... \$ 3835.00

(g) Live Scan fingerprinting fee:

1. 1 – 2 prints .....	\$	4955.00
2. 3 or more prints .....	\$	4720.00 each

(h) Urbana Enterprise Zone Fees: The combined Enterprise Zone fees for a single project may not exceed fifty thousand dollars (\$50,000.00).

1. Application for a Sales Tax Exemption Certificate: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated new construction material costs, with a maximum of fifty thousand dollars (\$50,000.00).

a. Application with estimated new construction material costs less than five thousand dollars (\$5,000.00).....\$ N/C

2. Application for a Property Tax Abatement:

a. Five (5) Year Abatement.....\$ 271.00

b. Six (6) Year Abatement.....\$ 651.00

c. Seven (7) Year Abatement .....\$ 759.00

3. Application for an Enterprise Zone Boundary Amendment: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or a fraction thereof of estimated new construction material costs, with a maximum of fifteen hundred dollars (\$1,500.00).

5. Urbana Public Television Access Fees:

(a) DVD Creation Charge .....\$ 4215.00

(b) Paid Production Work.....\$ 5460.00 per hour

~~(c) Damage deposit.....\$ N/C~~

~~(d) In-State Membership.....\$ N/C~~

(e) Out-of-State Membership.....\$ 108115.00

6. Mobile Home Park:

License: Per mobile home site .....\$ 3840.00

7 Public Works - Permits/Licenses/Fees:

(a) Right-of-Way permit:  
For each location .....\$ 9095.00

(b) Right-of-way permit administrative fee.....\$ 270285.00

(c) Right-of-Way or alley vacation request .....N/C

(d) Right-of-Way usage license per square foot.....\$ 0.9296

(e) Erosion Control Permits:

1. Class I – Construction on one acre up to five (5) acres ...\$ 550580.00

For each additional acre over five (5) acres .....\$ 2530.00

2. Class II – Residential 1 – 2 family construction under one (1) acre .....\$ 410120.00

Commercial, industrial or other construction under one (1) acre .....\$ 220235.00

3. Work without a permit (triple Class II permit fee).....\$ 330360.00

(e) Non-franchise Utility Maintenance Fee (per lineal foot of utility within the right-of-way) .....\$ 2-252.35

(f) Special Event Permits:

1. Application fee with street closures.....\$ 274271.00

2. Application fee without street closures.....\$ 408108.00

(g) Small Cell Wireless Provider Fees:

1. Single facility collocations on existing poles or wireless support structures .....\$ 650.00

2. Multiple facility collocations on existing poles or wireless support structures .....\$ 350.00

3. Single facility collocations on new poles or wireless support structures .....\$1,000.00

4. Small wireless facility annual recurring application fee (per facility) .....\$ 200270.00270.00

(All small cell wireless provider fees are regulated by the Illinois Small Wireless Facilities Deployment Act, Public Act 102-0009.) (50 ILCS 840/5) (was 50 ILCS 835/5)

(h) Street Tree Planting

1. Planting of street trees to be furnished and installed by City of Urbana in accordance with Land Development Code/MOP .....\$ 500.00

8. Moving Permits:

(a) Permits for buildings or structures to be moved across public streets, alleys, or rights-of-way:

1. Moving buildings (except accessory structures) each twenty-four (24) hour period or part thereof:

(A) Through town or out of town .....\$ 247230.00

origin. \$325345.00 (B) To a location inside corporate limits irrespective of its

2. Moving of accessory structures (garages, etc.) for each twenty-four (24) hour period or part thereof ..... \$ 2730.00

- (b) In addition, the applicant shall pay for any costs accrued by the city for police escort, blocking streets, tree trimming, removal of traffic devices, etc.
(c) The fee for permits for buildings or structures to be moved only across private property and not public right-of-way is set forth in subsection (9) of Section (E) (Buildings and Structures) of this section.

9. Subdivision and Development Applications:

(a) Preliminary plats\*:

1. Per lot ..... \$ 2125.00

2. Minimum ..... \$ 390410.00

(b) Final plats\* ..... \$ 260275.00

(c) Combination preliminary/final plat\*:

1. Per lot ..... \$ 2125.00

2. Minimum ..... \$ 364400.00

(d) Minor plat\* ..... \$ 208220.00

(e) Waiver when not part of a subdivision application ..... \$ 208220.00

(f) Planned unit development: (Champaign County & City)

1. Preliminary ..... \$ 390410.00

2. Final ..... \$ 286300.00

(g) Amendment Application\* ..... \$ 234250.00

(h) Appeals ..... \$ 182195.00

(i) Certificate of Exemption ..... \$ 208220.00

\*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

10. Annual Rental Property Registration Fees\*.

(a) Single Family/Mobile Home – Per Building\$ 5760.00/2125.00(mobile home)

- (b) Owner Occupied Duplexes .....\$ 5760.00
- (c) Duplexes – Per Building .....\$ 7380.00
- (d) Multi-Family (3 + Units) Per Building.....\$ 6570.00
- (e) Additional Fee Per Multi-Family Unit.....\$ 4717.00
- (f) Late Registration\*\*:
  - 1. Single Family/Mobile Home/Duplexes .....\$2530.00 (per month)
  - 2. Multi-Family 3 + Units .....\$ 100.00, plus \$10.00 per unit (per month)
- (g) Incomplete Registration Information\*\* .....\$ 5055.00
- (h) Re-inspection (no-show/denied entry)\*\* ..... \$ 100.00 per visit
- (i) Re-inspection (failure to correct/missed deadline)\*\* ..... \$ 100.00 per visit
- (j) Failure to Register\*\* .....\$ 350.00

\* Rental properties receiving a Class A designation must still register but the annual fee for the following registration year will be waived.

\*\* May also be subject to Ordinance Violation fines.

11. Hotel and Motel:

- Hotel or motel business license .....\$ 473185.00

**(C) SEWER**

Sewer Use Charge: The sewer use charge shall be determined by multiplying the billed water usage per 100 gallons times ~~one thousand six hundred and seventy thousandths~~ one thousand seven hundred and fifty thousandths of a cent (\$ ~~0.16700~~ .1750), as stated by the UCSD. (Rate applies to billing period beginning next January 1. Refer to Section 24-16 of the Urbana Code of Ordinances.)

**(D) ZONING FEES AND BUILDING CONSTRUCTION APPEALS**

NOTE: The following fees do not include the charge for legal publications, which shall be paid by the applicant directly to the publisher.

1. The secretary shall collect the following fees to the plan commission:

- (a) Application for a change of zoning property: two hundred ~~eight~~ twenty dollars (\$~~208~~220.00), plus the cost of all legal publications.
- (b) Application for an amendment to the text of the Zoning Ordinance: two hundred ~~eight~~ twenty dollars (\$~~208~~220.00), plus the cost of all legal publications.

- (c) Application for a special use permit\*: two hundred ~~eight~~twenty dollars (~~\$208~~220.00), plus the cost of all legal publications.
- (d) Application for a creek-way permit pursuant to section XIII-4 of the Zoning Ordinance\*: one hundred ~~forty~~six~~sixty~~five dollars (~~\$156~~165.00), plus the cost of all legal publications.
- (e) Application for fee simple townhouse, row house, and duplex approval\*: one hundred ~~thirty~~forty dollars (~~\$130~~140.00).

\*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

2. The secretary shall collect the following fees to the Board of Zoning Appeals:

- (a) Application for a conditional use permit\*: ~~one hundred eighty-two~~one hundred ninety-five dollars (~~\$182~~195.00), plus the cost of legal publications.
- (b) Application for a minor variance\*: ~~one hundred eighty-two~~one hundred ninety-five dollars (~~\$182~~195.00), plus the cost of legal publications.
- (c) Appeal to the Board of Zoning Appeals: ~~one hundred eighty-two~~one hundred ninety-five dollars (~~\$182~~195.00), plus the cost of legal publications.
- (d) Application for a major variance\*: two hundred ~~eight~~twenty dollars (~~\$208~~220.00), plus the cost of all legal publications.

\*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

3. The ~~zoning administrator~~Code Official shall collect the following fees:

- (a) An application for a certificate of occupancy when not applied for and granted in conjunction with a permit: ~~eighty~~five dollars (~~\$80~~85.00).
- (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred ~~forty~~sixty dollars (~~\$150~~160.00).
- (c) An application for a second temporary certificate of occupancy for 36-65 days of occupancy: ~~two hundred seventy-five~~two hundred ninety dollars (~~\$275~~290.00).
- (d) An application for a third temporary certificate of occupancy for 66-90 days of occupancy: five hundred ~~twenty-five~~fifty-five dollars (~~\$525~~555.00).

The maximum length of time for which temporary certificates of occupancy may be issued is ninety (90) days, except for those issued only for the installation of required landscaping and/or the paving and striping of parking lots which may be issued for up to six (6) months from the date of occupancy due to weather conditions. The temporary certificate of occupancy issued under this exception shall have a fee of ~~sixty-five~~ dollars (~~\$60~~65.00) without a renewal option.

(f) (e) Certificate of occupancy for mobile homes: One hundred fifteen dollars (\$115.00) per relocated mobile home.

4. The Zoning Administrator shall collect the following fees:

(a) Certificate for a home occupation.....\$ 7885.00

~~(f) Certificate of occupancy for mobile homes: One hundred five dollars (\$105.00) per relocated mobile home.~~

~~(g)~~(b) Application for a sign permit: ~~six-ten~~ dollars (\$~~610~~.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of ~~thirty-fiveforty~~ dollars (\$~~3540~~.00):

1. Temporary Sign Permit .....\$ 3435.00

2. Grand Opening Temporary Sign Permit ..... N/C

(hc) Telecommunications Zoning Review ..... \$ 482195.00

(id) Zoning Verification Letters ..... \$ 456165.00

45. The designated secretaries shall collect the following fees to the following appeals boards and commissions:

(a) Building Safety Code Board of Appeals:

1. Appeal .....\$ 200210.00

2. Variance .....\$ 200210.00

\*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

(b) Historic Preservation Commission:

1. Historic District Nomination..... N/C

2. Historic Landmark Nomination (with consent of owner) ..... N/C

3. Historic Landmark Nomination (without consent of owner) ...\$ 208220.00

4. Certificate of Appropriateness ..... N/C

5. Certificate of Economic Hardship ..... N/C

(c) Design Review Board – Review\* .....\$ 482195.00

Administrative Review .....\$ 7885.00

\*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

**(E) BUILDINGS AND STRUCTURES**

1. Building permits: The method of fee calculation for building permits issued for new construction projects, except for one and two-family dwellings, shall be based upon the Type of Construction Method as published from time to time by the International Code Council. Such fees are nonrefundable.

(a) New construction, other than single-family or two-family detached dwellings: The permit fee shall be calculated by inputting the appropriate data into the Permit Fee Schedule Formula as outlined below.

$$\boxed{\text{Permit Fee}} = \boxed{\text{Building Gross Area}} \times \boxed{\text{Sq. Ft. Construction Cost}} \times \boxed{\text{Permit Fee Multiplier}}$$

Input into the formula is based upon the following: the building area is determined from the construction drawings; the current area modifier and the type of construction factor are based upon the information published from time to time by the International Code Council, incorporated in its publication entitled Building Valuation Data Table; and the permit fee multiplier as established by the City of Urbana is .00200. A current copy of the square foot construction cost information is available from the Building Safety Division.

(b) Additions: The permit fee shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).

(c) Single-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet .....	\$ 350365.00
2,501 to 3,499 square feet.....	\$ 425450.00
3,500 square feet and above .....	\$ 500525.00

(d) Two-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet.....	\$ 400420.00
2,501 to 3,499 square feet .....	\$ 475500.00
3,500 square feet and above .....	\$ 600630.00

- 2. Tent permit: A permit for the erection of a tent having a gross area of more than four hundred (400) square feet or more shall cost fifty dollars (\$50.00).
- 3. Application for a Telecommunications Permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of one hundred ~~seventy-five~~eighty dollars (~~\$175~~180.00).
- 4. Utility/Miscellaneous Occupancies: A permit for the erection of a building or structure housing a utility/miscellaneous (U) occupancy other than a tent, including garages, shall cost a fee computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty-~~five~~five dollars (~~\$50~~55.00), except for the following:
  - (a) Decks – Over 100 square feet ..... \$ (\$3.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty-~~five~~five dollars (~~\$50~~55.00)
    - Decks – 100 square feet and under ..... \$ 2530.00
  - (b) Utility Buildings greater than 120 square feet shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty-~~five~~five dollars (~~\$50~~55.00).
    - Utility Buildings (sheds) – 120 square feet or less with no permanent foundation ..... \$ 25.00
  - (c) Fences ..... \$ 30.00
  - (d) Replacement of existing windows for single-family and duplex.. \$ 3540.00
- 5. Alteration/renovation/addition/repair: The fee for a permit for the alteration, renovation, addition, repair and/or remodeling of a building or structure shall be computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated cost not including electrical, plumbing, and heating ventilating and air-conditioning, but not less than fifty-~~five~~five dollars (~~\$50~~55.00), except the fee for a permit to repair a roof structure and/or replace roof sheathing, which such fee shall be computed at the rate of three dollars (\$3.00) per one thousand dollars (\$1,000.00) of the estimated cost, with a fifty-~~five~~five dollars (~~\$50~~55.00) minimum permit fee.
- 6. Demolition: The fee for a permit for the demolition of a building or structure other than an accessory building shall be at the rate of nine dollars (\$9.00) per one thousand dollars (\$1,000.00) of the estimated cost of demolition, but not less than one hundred ~~fifty-sixty~~sixty dollars (~~\$450~~160.00). The permit fee for the demolition of an accessory or temporary structure under eight hundred (800) square feet shall be fifty-~~five~~five dollars (~~\$50~~55.00), except that the building official may waive the permit fee where there is no foundation or floor to be removed, where there is no significant grading to be done or where the work shall be insignificant.
- 7. Vacant structures registration:
  - (a) Initial Registration – first six (6) months ..... \$ 250265.00
  - (b) Each Subsequent six (6) month period ..... \$ 500525.00

- 8. Moving permit/building permit: A moving permit shall be issued by the building official in conjunction with the required building permit for all buildings or structures which are moved and do not cross or occupy any street, alley, or public right-of-way. The fee for the moving permit/building permit shall be computed at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of the estimated cost. The estimated cost shall include the cost of the moving along with the costs for excavation, footings and foundations, site work, and all structural or nonstructural remodeling as described in item four (4) above. The minimum permit fee shall be ~~fifty-five~~ fifty-five dollars (~~\$5055.00~~ \$555.00).
- 9. Estimated cost: The term "estimated cost" as used in this subsection (E) includes the cost of all services, labor, materials, use of scaffolding, and any other appliances or devices entering into and necessary to the prosecution and completion of the work ready for occupancy. This shall include all costs to the owner. Contractor profit is not excluded.
- 10. Work without a permit: For all work commenced without a permit for which a building permit is required, the permit fee will be double the standard permit fee or two hundred fifty dollars (\$250.00), whichever is greater. Such work must comply with all other requirements of the building code.
- 11. Plan review fee schedule: The plan review fee applies to all plans for new construction. Such plan reviews include a review of all applicable city regulations including but not limited to zoning, building, electrical, plumbing and HVAC regulations. The fee does not include special flood hazard area reviews. (See item #11 below.) Plan review fees shall be nonrefundable and shall be computed as follows:

(a) Volume (cubic feet)	Fee
0- 10,000 .....	\$ <u>460170.00</u>
10,001- 20,000 .....	\$ <u>210225.00</u>
20,001- 40,000 .....	\$ <u>260275.00</u>
40,001- 60,000 .....	\$ <u>325345.00</u>
60,001- 80,000 .....	\$ <u>375395.00</u>
80,001- 100,000 .....	\$ <u>425450.00</u>
100,000-150,000 .....	\$ <u>475500.00</u>
150,001-200,000 .....	\$ <u>525555.00</u>
Over 200,000 .....	\$ <u>525550.00</u> , plus \$6.00

for each 10,000 cubic foot over 200,000

- (b) Plan review for assembly (A) institutional (I) and residential (R2) uses and mercantile covered malls over five thousand (5,000) square feet shall be one and one-half (1 1/2) times the fees as computed from the table above.
- (c) In addition to the plan review fees indicated above, the building official may charge an additional fee for outside professional plan review services. Such outside plan review services may be contracted where the building official determines it is in the best interest of the city to do so. Additional fee(s) for outside services shall be based upon the actual costs for such services.
- (d) Plan review fees for additions, remodeling and/or renovation (other than I-2 see below) shall be charged on such projects exceeding fifteen thousand dollars

(\$15,000.00) at the rate of 0.006 times the cost of the project. Plan review fees for additions, remodeling and/or renovation of 1-2 Hospital projects exceeding fifteen thousand dollars (\$15,000.00) shall be charged at the rate of 0.0085 times the cost of the project.

- (e) Plan review fees shall accompany the application and are nonrefundable. Single- and two-family detached dwellings and utility/miscellaneous (U) occupancies, including residential garages, shall be exempt from plan review fees except for solar projects (see Item #5 under Section F: Electrical). The building official may waive the plan review fee for structures under five thousand (5,000) cubic feet in cases involving minor structural repairs or the remodeling of existing buildings.
- (f) The fee for a plan that is reviewed more than three times..... \$~~250~~265 per review.

- 12. Special flood hazard area development plan review fee: The fee for a development plan review in the special flood hazard area shall be ~~one hundred seventy-five~~one hundred eighty-five dollars (\$~~175~~185.00). This fee shall be in addition to other plan review fees.
- 13. Exterior storage of construction materials temporary permit .....\$ ~~150~~160.00
- 14. Re-inspection (failed/no-show/denied entry) .....\$ 100.00 per visit
- 15. After Hours inspections.....\$200 minimum/\$100 per additional hour

**(F) ELECTRICAL**

- 1. (a) The minimum fee for any electrical permit shall be .....\$ ~~50~~55.00
- (b) Temporary service .....\$ ~~50~~55.00
- (c) Work without a permit: Double the permit fee or two hundred fifty dollars (\$250.00), whichever is greater.
- (d) Annual Permit fee .....\$ ~~250~~265.00
- (e) Permits shall not be required for installations of up to three (3) additional outlets involving no new circuits from the panel, or minor repairs as identified in the City of Urbana Safety Codes Adopting Ordinance.

2. Fees for New Residential:

Fees for all new single-family dwellings shall be ~~seventy-five~~eighty dollars (\$~~75~~80.00). Fees for new two-family and multi-family dwelling units shall be calculated as follows: ~~seventy-five~~eighty dollars (\$~~75~~80.00) per unit or apartment regardless of service size. These fees shall include the permit for the electrical service and all associated wiring, and accessory structures for one- and ~~two-family~~two-family dwellings. Fees for fire alarm systems, accessory structures for multi-family apartment buildings, hotels, motels, residential board and care facilities, rooming houses, and dormitories shall be calculated as described under

section three (3) below.

3. Fees for all other work:

Electrical work shall be assessed at the rate of one and a quarter percent (.0125 multiplier) of the estimated or contract cost of the job; all amounts exceeding two hundred thousand dollars (\$200,000.00) shall be assessed at the rate of ~~three-quarters~~three-quarters of one percent (.0075 multiplier) of the estimated or contract cost of the job.

These fees shall be assessed for the following type of work:

- (a) New services
- (b) Changes in service
- (c) New buildings
- (d) Additions, alterations, rewiring, and repairs in existing buildings
- (e) Installation of equipment, machinery or motors, and signs
- (f) Changes in lighting
- (g) Fire alarms
- (h) Repair of code violations

4. Testing and Registration of electrical contractors:

(a) Initial registration of electrical contractors: The initial registration fee for registration as an electrical contractor shall be ~~one hundred seventy-five~~one hundred eighty dollars (\$~~175~~180.00). Contractors who apply for registration during the last half of the fiscal year (January 1 through June 30), shall submit a fee of one hundred ~~twenty-five~~thirty-five dollars (\$~~25~~35.00).

(b) Renewal registration fees received or postmarked after August 1st of the fiscal year shall be three hundred ~~twenty-five~~forty-five dollars (\$~~25~~35.00).

(c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be ~~one hundred eighty~~one hundred eighty dollars (\$~~180~~180.00).

5. Solar plan review fees ..... 0.5% of total estimated or contract cost

6. Re-inspection (failed/no-show/denied entry).....\$ 100.00 per visit

7. After Hours inspections.....\$200 minimum/\$100 per additional hour

7.8. Electrical permit fees shall be non-refundable

**(G) PLUMBING**

The permit fees for all plumbing work shall be derived from the following:

1. Single-family and two-family duplexes shall require a separate permit for each separate address or building. A single permit for plumbing work may be issued for multi-family buildings containing three (3) or more dwelling units. The permit fee for this plumbing work shall be derived from table (P1).
2. Commercial and Industrial plumbing permit fees shall be one percent (1.00%) of the estimated cost of installation and work being performed (“estimated cost” is defined in this subsection G as the cost of all services, labor, material, and equipment used to complete the work/installation).

TABLE P1

(a)	Water closet.....	\$	13.00
(b)	Urinal .....	\$	13.00
(c)	Lavatory .....	\$	13.00
(d)	Shower/bath tub .....	\$	13.00
(e)	Kitchen sink .....	\$	13.00
(f)	Utility/service sink .....	\$	13.00
(g)	Laundry sink .....	\$	13.00
(h)	Bar/beverage sink.....	\$	13.00
(i)	Floor sink/receptor.....	\$	13.00
(j)	Restaurant/culinary sink.....	\$	13.00
(k)	Clinical sink.....	\$	13.00
(l)	Dishwasher.....	\$	13.00
(m)	Garbage disposal .....	\$	13.00
(n)	Waste interceptor/separator.....	\$	13.00
(o)	Floor drain.....	\$	13.00
(p)	Hub/stand-pipe drain .....	\$	13.00
(q)	Drinking fountain.....	\$	13.00
(r)	Clothes washer.....	\$	13.00

- (s) Sewage ejector.....\$ 13.00
- (t) Storm drain/sump pump.....\$ 13.00
- (u) Sanitary sewer/septic tank.....\$ 13.00
- (v) Water service.....\$ 13.00
- (w) Water heating equipment/vessel (as defined in plumbing ordinance)\$ 13.00
- (x) LTD area sprinkler (as defined in mechanical ordinance)  
(Two (2) sprinklers or fraction thereof equal one fixture).....\$ 13.00
- (y) Equipment supply/backflow preventer .....\$ 13.00
- (z) Special fixture/device/piping (other than listed above  
and as determined by plumbing official).....\$ 13.00

3. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty-five dollars (\$5055.00).
4. For all work commenced without a permit for which a plumbing permit is required, the permit fee will be double the standard fee or two hundred fifty dollars (\$250.00), whichever is greater and such work shall comply with all applicable codes.
5. A single permit for plumbing work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current plumbing fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.
6. Re-inspection (failed/no-show/denied entry).....\$ 100.00 per visit
7. After Hours inspections.....\$200 minimum/\$100 per additional hour

**(H) MECHANICAL**

1. The permit fees for all mechanical work shall be determined by the estimated cost of the mechanical installations and work being performed. ("Estimated cost" shall mean the cost of all services, labor, materials, and equipment used to complete the work/installation.)
  - (a) Mechanical permit fees shall be one and thirty-hundredths of a percent (1.30%) of the "estimated cost" of the installation or work (see definition of estimated cost). The minimum mechanical permit fee shall be sixty-five dollars (\$65.00), except as provided in subsections two (2) and six (6).
  - (b) Mechanical work and installations shall include: Heating, ventilation, air conditioning, refrigeration, fire suppression, and related installations governed by and defined within the scope of the mechanical codes adopted by reference in the mechanical ordinance.

- 2. Fireplace, woodstove, and other solid fuel-burning equipment installations shall require a separate mechanical permit. The permit fee shall be fifty-five dollars (\$55.00) per unit.
- 3. All mechanical permit fees shall be nonrefundable.
- 4. A single permit for mechanical work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current mechanical fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.
- 5. Domestic fire suppression systems: Sprinklers supplied by the domestic water service, and installed only as spot protection in mechanical and storage rooms in commercial and multifamily occupancies, and all sprinklers installed in one- and two-family dwellings shall be considered as plumbing work and are subject to plumbing permit fee schedule.
- 6. Miscellaneous: Mechanical installations or work with a total cost of five hundred dollars (\$500.00) or less shall require a fifty-five dollar (\$5055.00) minimum mechanical permit fee.
- 7. For all work commenced without a permit for which a mechanical permit is required, the permit fee will be double the standard fee or two hundred fifty dollars (\$250.00), whichever is greater and the work shall comply with all applicable codes.
- 8. Re-inspection (failed/no-show/denied entry) .....\$ 100.00 per visit
- 9. After Hours inspections.....\$200 minimum/\$100 per additional hour

**(I) WASTE MANAGEMENT**

- 1. Regional Pollution Control Facility..... \$ 3,9684,160.00
- 2. Hauler Business License ..... \$ 386405.00
- 3. Vehicle Sticker..... \$ 195205.00
- 4. ~~Residential Recycling Tax: The monthly Recycling Tax for a dwelling unit in a residential dwelling shall be three dollars and twenty five cents (\$3.25). Rate applies to the first billing cycle after July 1.~~
- 5. ~~Dormitory Recycling Tax: The monthly Recycling Tax for a dormitory shall be two dollars and fifty one cents (\$2.51) times the residential capacity of the dormitory. Rate applies to the first billing cycle after July 1.~~
- 6. ~~Multifamily Dwelling Recycling Tax: The monthly Recycling Tax for a multifamily dwelling shall be three dollars and twenty five cents (\$3.25) per dwelling unit in a multifamily dwelling. Rate applies to the first billing cycle after July 1.~~

**(J) SPECIAL PARKING PERMIT  
SCHEDULE OF PURCHASE AND REFUND AMOUNTS**

The term of a permit begins August 1st of the current year and terminates on August 14th of the following year.

1. Purchase Schedule:

(a)	<u>Annual Permit:</u>	
	If purchased between August 1 and October 31 .....	\$ 472185.00
	If purchased between November 1 and December 31 .....	\$ 429140.00
(b)	<u>Spring Permit:</u>	
	If purchased between January 1 and May 14 .....	\$ 405115.00
(c)	<u>Summer Permit:</u>	
	If purchased between May 15 and July 31 .....	\$ 4350.00
(d)	<u>Temporary permits</u> valid for one (1) day .....	\$ 3.665.00
(e)	<u>Temporary permits</u> valid for three (3) consecutive days.....	\$ 910.00
(f)	<u>Service Vehicle Permit</u> .....	\$ 3235.00
	<del>(h)</del> (c) <u>Permit Transfer Fee</u> .....	\$ 510.00

2. Refund Schedule: Only annual permits purchased between August 1st and December 31st of the current permit year are eligible for a refund.

(a)	If returned between August 1 and October 31 .....	\$ 429140.00
(b)	If returned between November 1 and January 31 .....	\$ 8695.00
(c)	If returned between February 1 and April 30 .....	\$ 4350.00
(d)	If returned between May 1 and July 31 .....	\$ 0.00

Permits returned within seven (7) days of the date of purchase will be refunded the purchase amount less ~~three dollars and sixty-six cents~~ five dollars (\$3.665.00) for each day the permit was held.

**(K) PARKING METER RATES AND RENTAL SPACE RATES**

1. Parking Meter Rates: The hourly rates for parking meters shall be as follows:

- (a) All parking meters owned by the City of Urbana and located on the right-of-way parkway that are located to the west of Lincoln Avenue, to the western city limits of the City of Urbana that lie south of University Avenue and north of Florida Avenue shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour. Any parking

lot owned or operated by the City that is located to the west of Lincoln Avenue carry a rate of one dollar and twenty-five cents (\$1.25) per hour.

- (b) All parking meters owned by the City of Urbana and located north of University Avenue, and meters south of University Avenue located on Clark Street between Busey Avenue and Coler Avenue and on Coler Avenue between Clark Street and Main Street, shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour.
- (c) All other meters located on the parkway of city-owned right-of-way shall carry a rate of fifty cents (\$0.50) per hour.
- (d) All meters in all parking lots owned by the City shall carry a rate of fifty cents (\$0.50) per hour, except as noted in (a) above.
- (e) Pay-by-cell transactions at all meters owned by the City shall be assessed a twenty-five cent (\$0.25) MobileMeter convenience fee per transaction.

2. Parking Rental Spaces:

(a) The parking rates for rental spaces rented on a monthly basis at all **City parking lots**, excluding the City parking facility, located in block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:

- 1. ~~Forty-four~~Fifty dollars (~~\$44.00~~\$50.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days a week.
- 2. Thirty-~~two~~five dollars (~~\$32~~\$35.00) per month for spaces rented between the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday.
- 3. ~~Sixty-five~~Seventy dollars (~~\$65~~\$70.00) per month for a downtown resident rental space rented twenty-four (24) hours per day, seven (7) days a week.

(b) The parking rates for rental spaces rented on a monthly basis, whether on-street or in a parking lot, located in the **Campus District** shall be as follows:

- 1. One hundred ~~thirty~~forty dollars (~~\$130~~\$140.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days, per week.
- 2. ~~Fifty-eight~~Sixty-Five dollars (~~\$58~~\$65.00) per month for overnight rental spaces.

(c) The parking rate for rental spaces rented on an hourly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be twenty-five cents (\$0.25) per hour for the first two (2) hours or portion thereof, and fifty cents (\$0.50) per hour or portion thereof thereafter, with a maximum of five dollars (\$5.00) per day.

(d) The parking rates for rental spaces rented on a monthly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:

- 1. One hundred ~~nineteen twenty-five~~ dollars (\$~~119125~~.00) per month for spaces rented on the ground floor (Deck, Reserved Permit); and
- 2. ~~Fifty-four Sixty~~ dollars (\$~~5460~~.00) per month for spaces rented on the second floor, which permits are not valid for parking on the ground floor spaces (Deck, Unreserved Permit).

(e) The daily charge for permitting the **"bagging" of a parking meter** shall be payable in advance as follows. Such charges shall not apply to those days that the meter would not be enforced.

- 1. ~~Twenty-six Thirty~~ dollars (\$~~2630~~.00) per meter per day – with a forty-eight (48) hour notice (campus and hospital).
- 2. ~~Thirty-one five~~ dollars (\$~~3135~~.00) per meter for the first day and ~~twenty-five thirty~~ dollars (\$~~2530~~.00) per meter for each additional day with less than forty-eight (48) hours' notice (campus and hospital).
- 3. ~~Eleven-Fifteen~~ dollars (\$~~1115~~.00) per meter per day – with a forty-eight (48) hour notice (downtown).
- 4. ~~Seventeen-Twenty~~ dollars (\$~~1720~~.00) per meter for the first day and ~~eleven fifteen~~ dollars (\$~~1115~~.00) per meter for each additional day with less than forty-eight (48) hours' notice (downtown).

**(L) ANIMALS**

1. Impoundment Fees:

- (a) Dogs:
  - 1. First day ..... \$ 50.00
  - 2. Each additional day ..... \$ 15.00
- (b) Cats:
  - 1. First day ..... \$ 50.00
  - 2. Each additional day ..... \$ 15.00

**(M) RESERVED**

**(N) VEHICLE TOWING AND IMMOBILIZATION**

- 1. Police ordered tow ..... \$ 31.00
- 2. Relocator tow ..... \$ 31.00
- 3. Immobilization Release Fee ..... \$ ~~5452~~.00
- 4. Vehicle Impoundment Fee ..... \$ 260.00

**(O) RESERVED**

**(P) STORMWATER UTILITY**

| Equivalent Residential Unit (ERU).....\$ ~~8-809.41~~ per month

Note: Rate applies to billing period beginning next January 1. Refer to Section 24-174 of the Urbana Code of Ordinances.



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanaininois.us](http://www.urbanaininois.us)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** April 21, 2025, Committee of the Whole  
**Subject:** Resolution Approving a School Resource Officer Program Intergovernmental Agreement

### Summary

#### *Action requested*

City Council is being asked to approve an Intergovernmental Agreement between the City of Urbana and Urbana School District No. 116 re-authorizing School Resource Officers (SROs) in the Urbana Middle School and Urbana High School.

#### *Brief Background*

The current Intergovernmental Agreement (IGA) between the City of Urbana and Urbana School District No. 116 (USD 116) for the funding of School Resource Officers (SROs) is set to expire on June 30, 2025. Under the current IGA cost-sharing structure, USD 116 will pay 75 percent of the agreed costs and the City of Urbana covers the remaining 25 percent. The proposed IGA will allow the continuation of SRO services in the Urbana Middle School and Urbana High School.

The proposed IGA has a cost-sharing structure that is the same structure that has been used for the past three years and was unanimously approved at the April 15, 2025, USD 116 School Board meeting.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of this Resolution maintains Resource Officer services at these schools and ensures appropriate staffing by officers trained specifically for school environments. Rejection of the agreement would result in a reduction of services to the school district, placing an increased burden on patrol officers to respond to incidents at the Urbana Middle School and Urbana High School without the specialized training and relationships necessary for effective school safety specialists.

#### *Strategic Goals and Plans*

N/A

*Previous Council Actions*

Resolution No. 2022-06-044R: A Resolution Approving a School Resource Officer Program Intergovernmental Agreement was passed by Urbana City Council on June 13, 2022. The proposed IGA would replace that.

**Discussion**

It is important to note that approval of this Resolution will obligate the Urbana Police Department (UPD) to provide service during the term of the IGA. Should the City Council choose not to approve the Resolution, it would mean that the City would not be required to provide this service, and UPD would no longer have the necessary revenue to do so. This could result in a significant shift in how public safety services are provided to both Urbana Middle School and Urbana High School.

The School District costs for Year One are \$410,914.53. Costs for subsequent years will be calculated on the same basis as for Year One, increasingly consistent with the City's cost increases for wages, insurance, pensions, and other components of the total costs. The term of the proposed IGA, if approved, would be from July 1, 2025, to June 30, 2028.

Not approving the IGA would result in a reduced law enforcement presence at Urbana Middle School and Urbana High School, placing an increased burden on UPD patrol officers and potentially delaying response times. The absence of dedicated School Resource Officers could negatively impact school safety, community engagement, and the ability to effectively manage school-based incidents. This would also strain relationships between law enforcement and the school community, ultimately affecting the overall safety and climate of the schools.

*Recommendation*

The Urbana Police Department recommends that the City Council approve the proposed Intergovernmental Agreement between the City of Urbana and Urbana School District No. 116. Approval of this IGA will ensure the continuation of SRO services and maintain the level of public safety that is currently in place.

*Next Steps*

If approved, Staff will execute the agreement and provide the necessary staffing.

**Attachments**

1. A Resolution Approving a School Resource Officer Program Intergovernmental Agreement
2. School Resource Officer Program Intergovernmental Agreement
3. Billing Estimate
4. UHS SRO Year in Review 2024-2025
5. UMS SRO Year in Review 2024-2025

Originated by: Dave Smysor, Deputy Chief of Police  
Reviewed: Larry D. Boone, Chief of Police  
Approved: Carol J. Mitten, City Administrator

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION APPROVING A SCHOOL RESOURCE OFFICER PROGRAM  
INTERGOVERNMENTAL AGREEMENT**

**WHEREAS**, the City of Urbana (the “City”) is an Illinois municipal corporation and a 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**, Urbana School District No. 116 (the “School District”) is a unit of local government pursuant to Section 8 of Article VII of the Illinois Constitution of 1970; and

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

**WHEREAS**, the City and School District have previously entered into a School Resource Officer Program Intergovernmental Agreement with a term to expire on June 30, 2025; and

**WHEREAS**, the School Resource Officer Program has been beneficial to both parties and the community with respect to the goals of the program, which include building positive relationships between the City’s police officers and the youth of the community and reducing violence and crime committed by juveniles and young adults within the community and on the School District’s facilities; and

**WHEREAS**, the parties desire to continue their relationship and the School Resource Officer Program; and

**WHEREAS**, the parties have prepared an Intergovernmental Agreement for the School Resource Officer Program with a term to begin July 1, 2025.

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

**Section 1.**

The Intergovernmental Agreement between the City of Urbana and the Urbana School District No. 116 for the School Resource Officer Program, which is attached hereto and incorporated by reference herein, shall be and hereby is authorized and approved.

**Section 2.**

The Mayor of the City of Urbana, Illinois, shall be and hereby is authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, shall be and hereby is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

Yays: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstentions: \_\_\_\_\_

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

# UHS SRO

## YEAR IN REVIEW 2024-2025

### UHS

6 - Police Reports

1 - Youth Assessment Center Referral

1 - Arrest

6 - Emergency Medical responses requiring ambulance services

27 - Drugs and drug paraphernalia, vaping, under the influence of drugs and alcohol incidents

24 - Fighting incidents with and without injury, involving 54 students

40 - Incidents of Gross Misconduct

5 weapons confiscated: 2 orbie guns, 1 knife, and 2 mace; none were used as a threat

8 - parking lot traffic crash incidents

-Multiple student transports home

-Several collaborations with the social work team and other services from SASS, DCFS, and the Youth and Center for Family Solutions.

# UMS SRO

## YEAR IN REVIEW 2024-2025

### UMS

- 9 - Police reports due to the seriousness of the incident
- 4 - Youth Assessment Center Referrals due to serious victim injury
- 19 - Vandalism
- 7 - Theft (4 items recovered, 3 items not recovered)
- 9 - Vape devices confiscated
- 5 - Under the influence/possession of a controlled substance
- 187 - Fights without injury
- 18 - Fights with injury
- 6 - Assault/Battery with injury
- 2 - Threats against school, staff, and students (social media, verbal)
- 4 - Weapons confiscated: 1 orbie gun, 1 knife, 1 brass knuckles, and 1 razor blade
- Multiple transports
- Several home visits and collaborations with the social work team and other services from SASS, DCFS, and Youth and Center for Family Solutions

FY2026 SRO Billing - Estimated 3/14/2025

<u>Item</u>	<u>FY25 Billing Amount</u>	<u>FY26 Billing Amount</u>	<u>Basis for Cost</u>
Salary (10 years longevity w/ mental health training)	84,250.12	87,283.12	FOP Labor Agreement, police officer with 10 years longevity and mental health training for FY26
Holiday Pay (10 holidays, 8 hours)	3,240.39	3,357.04	FOP Labor Agreement
Insurance (family)	21,459.60	26,975.04	City insurance contributions for premium family plan on January 1 of prior fiscal year (1/1/25)
medFICA 1.4500%	1,268.61	1,314.28	Required employer contribution for Medicare
Pension (% from 6/30/24 actuarial report) 52.3500%	47,542.34	47,450.13	Pension costs as a percentage of payroll from most recent actuarial report
Workers Comp (work comp policy 12/1/24 - 11/30/25) 5.8700%	5,135.69	5,320.58	"Manual premium" for police officers from most recent Workers Compensation insurance renewal
Uniforms (recurring allowance per labor agreement and add'l 1st year cost)	1,237.00	1,237.00	FOP Labor Agreement
Equipment (vest, gun, gas mask, helmet - annualized replacement)	284.00	230.00	Vest \$800, 5 years/ Gun \$700, 10 years
Medical Exam (average, annualized - can be much higher)	100.00	100.00	level for initial term of agreement
Memberships	40.00	100.00	NASRO - membership dues published online \$50 x 2
Training	1,500.00	1,500.00	various NASRO courses, plus travel - level for initial term of agreement
Portable Radio (10 year replacement cycle, annualized)	420.00	420.00	\$4,200, 10 years - level for 7 years
Vehicle (fully equiped, 7 year replacement cycle, annualized)	6,657.14	6,657.14	\$46,600, 7 years - incl. mobile radio, computer, etc. - level for 7 years; adjust in FY27 - estimated is \$70,000 due to price increases
Vehicle Maintenance	<u>4,835.00</u>	<u>4,835.00</u>	level for initial term of agreement - new \$ per Travis on 3.11.22
Subtotal	<u>177,969.90</u>	<u>186,779.33</u>	
Plus Overhead at 10%	<u>17,796.99</u>	<u>18,677.93</u>	
Total for Each Officer	<u>195,766.89</u>	<u>205,457.26</u>	
Pension contribution from 6/30/23 actuarial report. Assumes five 8-hour days is regular schedule.			
<u>Billing</u>	<u>FY25 Total</u>	<u>FY26 Total</u>	
2 Officers for Entire Year - Middle School & High School	391,533.78	410,914.53	
	<u>Quarterly</u>	<u>Quarterly</u>	
<u>Billing Schedule -</u> Beginning of each quarter, if billed at 75%	97,883.45	102,728.63	
	<u>73,412.58</u>	<u>77,046.47</u>	

**SCHOOL RESOURCE OFFICER PROGRAM INTERGOVERNMENTAL  
AGREEMENT**

This School Resource Officer Program Intergovernmental Agreement (hereinafter, the “Agreement”) is entered into this 15 Day of April, 2025 by and between the City of Urbana, Illinois (hereinafter, the “City”) and Urbana School District No. 116 (hereinafter, the “School District”) (individually and generically, a “Party” and, collectively, the “Parties”).

WHEREAS, the City is a municipal corporation and a home-rule unit of local government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the School District is a unit of local government pursuant to Article VII, Section 8 of the Illinois Constitution of 1970; and

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 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 jointly seek to establish and delineate a School Resource Officer Program (hereinafter, the “SRO Program”) in order to foster an efficient and cohesive program with the goals of (a) building positive relationships between the City’s police officers and youth in the community served by the Parties; (b) reducing crime committed by juveniles and young adults within the community served by the Parties; and (c) reducing juvenile and young adult violence and crime committed in and about the School District’s facilities (hereinafter, “SRO Program Goals”); and

WHEREAS, the Parties believe that, by assigning City-employed police officers to serve as school resource officers (hereinafter SROs) in and about School District facilities, the Parties can promote the SRO Program Goals by:

- a. creating and maintaining a safe, secure, and orderly learning environment for School District students, teachers, and staff;
- b. the SROs serving as positive role models to instill in students good moral standards, good judgment, respect for students and other persons, and an appreciation for their overall school community;
- c. promoting citizen awareness of the law to enable students to become better informed and more effective citizens while empowering students with knowledge of law enforcement efforts and obligations as well as the consequences for violating the law;

- d. providing a trusted and confidential source of communication and education between the SROs and students and parents concerning law-related problems and issues they are facing; and
- e. providing information to the School District, students, staff, and parents regarding resources available within the community that may be able to assist such individuals with addressing law-related problems that they may be experiencing; and
- f. providing security to the School District's schools from outside threats by maintaining a visible police presence on campus, assessing threats to school security, reducing and eliminating such threats, and swiftly responding to any immediate threats or breaches of security;
- g. serve as a liaison between the School District and Urbana Police Department and other law enforcement, as applicable.

WHEREAS, the Parties agree that in compliance with law, the Parties shall administer the SRO program established under this Agreement without discrimination against any person on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy, and neither party shall engage in conduct in violation of state or federal anti-discrimination laws in their interactions with students.

NOW, therefore, good, valuable, and mutual consideration which each Party acknowledges as having in hand received and for the mutual exchange of terms, conditions, and covenants contained in this Agreement, the Parties agree as follows.

### **Section 1. SRO Program Organizational Structure.**

**A. Assignment of Police Officers to SRO Program.** The City shall assign two (2) full-time individuals who are employed full-time by the City and who are certified police officers by the State of Illinois and who meet all applicable requirements set forth in the City's Police Department Rules and Regulations, including a successful background investigation (hereinafter, individual, an "SRO" and, collectively, "SROs").

### **B. Administrative Control.**

**1. SRO Reporting Status.** Organizationally, the SROs will be assigned and report to the City's Police Department (hereinafter, "UPD"). The UPD will be responsible for the personal and professional conduct of the SROs. The School District shall designate a contact person who is employed by the School District to address and resolve School District issues in which SROs will be or may become involved.

**2. Law Enforcement Status Of SROs.** The Parties recognize and acknowledge that, first and foremost, SROs are law enforcement officers who are responsible for handling criminal matters. As such, SROs will not be responsible for enforcing school regulations or serving as school disciplinarians. Likewise, SROs will not become involved in conflicts that are civil in nature unless and until such matters devolve into matters that are criminal in nature.

**3. Building Administrators' Responsibilities.** The presence of the SRO at School District schools is not intended to usurp the rights and responsibilities of the Building administrators or designees to enforce the rules of student conduct and to administer discipline in the schools, nor is the existence of School District policies and procedures intended to usurp the mandate and responsibilities of the SRO as directed by the Chief of Police.

**4. SROs Are Not Counselors.** SROs are not formally trained as counselors and do not possess clinical counseling training and certification. Therefore, they will not undertake formal counseling responsibilities or duties. However, SROs may be used as a law-related resource to assist students, faculty, staff, and other persons involved with the School District when the School District requests assistance from SROs. When called upon by the School District, SROs may provide instruction to School District students and staff on law enforcement topics and issues under the supervision of a certified teacher of the School District. However, SROs shall not provide legal advice to any School District student, staff member, or other person associated with the School District or SRO Program. SROs may use such instructional opportunities to build rapport between School District students and staff so long as such instruction is supervised by a certified teacher of the School District.

**5. SRO Compliance With UPD Rules.** Notwithstanding anything to the contrary, the conduct of SROs shall be undertaken in conformance with applicable UPD Rules, Regulations, Procedures, and Protocols.

## **Section 2. Relationship of the Parties.**

**A. City As Independent Contractor.** At all times when this Agreement is in full force and effect, the City shall be deemed to be an independent contractor for purposes of this Agreement. The SROs shall remain, at all times relevant to this Agreement, employees of the City and shall remain subject to the City's overall control and supervision. SROs shall remain subject to the State of Illinois', City's and UPD's rules, regulations, procedures, and protocols, as may be amended from time to time, including, but not limited to attendance at all required and authorized training.

**B. No Business Organization Relationship.** This Agreement shall not be deemed or construed as creating any form of partnership, joint venture, or other business, organizational, or associational relationship between the Parties. The Parties' rights, responsibilities, and obligations regarding the SRO Program shall be limited to those that are expressly set forth in this Agreement.

**C. No Employment Relationship.** Nothing in this Agreement shall be deemed or construed as creating any form of employment relationship between (i) the SROs and the School District; or (ii) the School District designated individual or individuals for the SRO Program and the City. The employees of each Party shall have no rights, title, or interest in any employment, compensation, benefits, or retirement benefits of the other Party.

**D. The Parties' Respective Rules.** The employees of each Party shall not be subject to the rules, regulations, procedures, or protocols of the other Party unless expressly provided by this Agreement.

### **Section 3. Selection and Supervision of SROs.**

**A. SRO Selection.** The SROs are subject to appointment by and serve at the pleasure of the UPD. When an SRO position becomes available, the City, through the UPD, and the School District will collaborate on the selection of a new SRO. In the event that the City and the School District are unable to agree on a particular SRO candidate to fill a vacant SRO position, the UPD shall have the final decision on who is selected to fill such vacancy.

**B. SRO Violation Of School Board Policy.** In the event of an alleged substantial violation of Board Policy of the Board of Education by an assigned SRO, alleged misconduct by the assigned SRO, or other circumstances as determined by the Superintendent, the Superintendent shall have authority to remove the assigned SRO from School District property immediately. In the event the Superintendent removes the assigned SRO from School District premises, the Superintendent shall promptly provide written notice of the removal to the Board of Education and Chief of Police for the UPD. The Superintendent and Chief of Police shall thereafter meet and confer to discuss the basis for removal of the assigned SRO from School District premises.

**Section 4. SRO Duties.** The UPD responsibilities of the SROs will include but shall not be limited to the following:

**A. Law Enforcement.** SROs will enforce criminal laws and protect School District students, staff, administration, and the public at-large from and against criminal activity.

**B. Information Sharing.** SROs will provide information concerning questions about law enforcement topics to students and staff.

**C. Communicating With Students.** SROs will speak to students on a variety of law enforcement related topics including, but not limited to, narcotics, safety, public relations, occupational training, leadership, and life skills when the School District requests it and under the supervision of a certified teacher of the School District.

**D. Investigation Procedures Coordinated.** UPD and the School District will coordinate investigative procedures.

**E. Law Enforcement Related Education.** SROs will provide law enforcement related education on a limited basis to students, staff, and faculty.

**F. Initial Incident Reporting.** SROs will handle initial police reports of crime committed on or in School District-owned property that includes educational facilities.

**G. Criminal Incident Law Enforcement.** SROs will take enforcement action on criminal matters when necessary and appropriate;

**H. Uniforms.** SROs will wear a UPD-approved police uniform at all times or other apparel approved by UPD when serving as an SRO; and

**I. School Meetings.** SROs will attend School District meetings and special events as needed.

**J. Continued Duties As Law Enforcement Officers.** Although SROs will be placed in a formal educational environment, they will not be relieved of their official duties as law enforcement officers. Decisions to intervene formally will be made by the respective SRO or SROs when such actions are necessary to prevent any criminal act. In the event of such criminal conduct, SROs shall have the authority to address, handle, and manage such conduct according to their education, training, and experience and consistent with the nature of criminal activity. Citations will be issued and arrests will be made when appropriate and in accordance with applicable UPD Rules, Regulations, Procedures, and Protocols.

## **Section 5. Equipment and Working Conditions.**

**A. City Responsibilities.** The City shall provide two (2) police officers who have or will be given specialized training and who will qualify for the Basic School Resource Officer Training Certificate and the State of Illinois Juvenile Officer Certificate. Each SRO shall be a fully equipped non-probationary certified UPD police officer in good standing with the State of Illinois and the City. The SROs shall be deployed to one or more School District school campuses as the Parties shall agree.

**B. School District Responsibilities.** The School District shall provide the SRO at each campus to which the SRO is assigned the following:

1. **SRO Office Space.** SROs shall have access to an air-conditioned and properly lighted private office that will contain, at a minimum, a telephone that may be used for general business and police purposes.
2. **File Space.** SROs shall have a location for paper files and records that can be properly locked and secured.
3. **Office Furniture.** SROs shall have a desk with drawers, a chair, a worktable, and at least one filing cabinet.
4. **Classroom Presence.** SROs shall have access to and encouragement of classroom presence and classroom participation when students are present in such classroom or classrooms.
5. **Addressing Administrators And Staff.** SROs shall have opportunities to address School District teachers and administrators about the SRO Program and its goal and objectives.

**Section 6. Reporting of Serious Crimes.** If an investigation by a School District teacher and/or administrator uncovers evidence of the commission of a suspected or alleged serious crime, defined in state and county school system administrative regulations or the Criminal Code of 2012 (720 ILCS 5/1-1 *et seq.*), the School District teacher or administrator shall promptly notify the SRO, the student's parent/guardian, and such other appropriate school personnel as may be necessary. In the event that an incident or any other report of the suspected or alleged criminal activity is made and should that report need to be released, the SRO shall comply with the Illinois School Student Records Act (105 ILCS 10/1 *et seq.*) to the extent applicable in making the decision to release or when releasing such record or report, as the case may be. An appropriately signed records release shall be required as a condition of the release of any report or record of the alleged or suspected serious criminal activity and such release shall comply in all respects with the said Illinois School Student Records Act.

**Section 7. Standing Operating Procedures.**

**A. Written Procedures.** The City's Chief of Police and School District Superintendent or their respective designees agree to the following standard operating procedures for the SRO Program:

1. **Written Reports To School District.** For purposes of this Section, any requirement that the SRO provide a written report shall be satisfied by provision of a copy of the police report prepared.

2. **Open Lines Of Communication.** Lines of communication between the School District and the UPD regarding the SRO Program shall remain open.

3. **Open Lines Of Communication with SROs.** Lines of communication between the SROs and the School District's one or more designated representatives responsible for the SRO Program shall remain open.

4. **Interaction Between SROs And School District Administration.** SROs will be expected to interact with School District administration, students, faculty, and other persons as hereinafter provided. For purposes of this subsection, administration shall mean the Building Principal unless otherwise designated.

a. **Law Enforcement Actions And Safety Interventions.** The SRO may initiate appropriate law enforcement actions and safety interventions to address criminal matters, including matters that threaten the safety and security of the school or its occupants, and/or intervene with staff or students (with or without a referral from school staff) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety. Any such intervention shall be reasonable in scope and duration in light of the nature of the circumstances presented and shall be reasonably calculated to protect the physical safety of members of the school community while minimizing, to the extent possible, any unintended negative effects on students. All law enforcement actions and interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and School District and UPD policies.

b. **Use Of Force Policies.** Use of force may be implemented pursuant to UPD policies, procedures and protocol as well as applicable laws. The SRO shall provide School District Administration with a brief written summary anytime the SRO is involved in any physical altercation with a School District student or otherwise restrains a School District student.

c. **Additional Law Enforcement Assistance.** It is anticipated that any request for additional law enforcement assistance shall be made in collaboration with the Building Principal or his/her designee, and will be reported to the Superintendent of the School District by the Building Principal or his/her designee. However, as soon as practical after the SRO requests additional law enforcement assistance on School District property,

the SRO shall advise administration. Requests for additional law enforcement assistance shall be made only when necessary to protect the safety or security of members of the school community.

**d. Investigations, Interviews and Arrests.** Criminal investigations, interviews and arrests by the SRO will be conducted in accordance with all applicable legal requirements, including all applicable laws, regulations, and policies governing the use of force, interviews, searches and arrests. If the SRO interviews, searches, or arrests a student at school, all reasonable efforts will be made to protect the student's privacy.

**e. Compliance With School District Policies.** The SRO shall comply with School District's procedures, regarding law enforcement interviews as follows:

(1) The SRO shall promptly notify the Building Principal or designee whenever he/she seeks to question a student in an investigative manner or to take any direct law enforcement action against a student.

(2) If applicable, the Building Principal or designee will check search warrants or subpoenas to be served.

(3) Interviews of minor students without permission of the student's parent(s)/guardian(s) are not permitted unless a legal process is presented or in emergency situations (e.g., in situations involving allegations of parental or guardian abuse or neglect). The Building Principal shall attempt to contact the student's parent(s)/guardian(s), and inform them that the student is subject to an interview. In extreme situations the SRO may, in effecting temporary protective custody of the student, request that School District not notify parent(s)/guardian(s) until the student's safety is ensured. The Building Principal may ask that such a request be made in writing. If possible, parent(s)/guardian(s) will be given the opportunity to be present during any interview and, if they so choose, be represented by legal counsel at their own expense.

(4) Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal or designee selected by the Building Principal will be present during the interview.

(5) No minor student shall be removed from the school by the SRO without the consent of parent(s)/guardian(s), except upon service of a valid warrant of arrest, arrest upon probable cause, or in cases of warrantless temporary protective custody. If requested by the Building Principal or his/her designee, the SRO shall provide School District Administration with a brief report anytime the SRO places a School District student under arrest or otherwise takes a student into protective custody, thereby removing the student from school grounds.

**f. School District Employees Not Agents Of SRO.** At no time shall the SRO request that any School District employee act as an agent of the SRO or law enforcement in any interview.

**g. Compliance With Laws Governing Searches.** The SRO shall be aware of and comply with all laws, regulations and policies governing searches of persons and property while performing services pursuant to this Agreement. In particular, the SRO shall be aware of the differing standards governing searches by law enforcement officers for law enforcement purposes as compared with searches by school officials in connection with student discipline. At no time shall the SRO request that any School District employee lead or conduct a search of a student for law enforcement purposes. The SRO shall provide School District Administration with a brief report anytime the SRO searches the person of a School District student or staff-member.

**5. Untoward Incident Intervention.** Means and methods for SRO intervention when untoward incidents arise in any School District facility or on School District property shall be developed.

**6. Investigating Suspected Criminal Activity.** Means and methods by which SROs will investigate suspected criminal activity shall be developed.

**7. Arrests.** Means and methods regarding when and how SROs make arrests of students alleged to have committed criminal acts shall be handled as follows.

**a. School District Discipline.** School District administration shall be exclusively responsible for implementing student discipline rules, policies and procedures. School District administration, not the SRO, has primary responsibility for maintaining order in the school environment and for investigating and responding to school disciplinary matters. The SRO shall refer any reports or concerns related to student discipline to the Building Principal or designee and shall not independently investigate or administer

consequences for violations of student disciplinary rules, policies or procedures. The SRO should generally not have involvement in routine disciplinary matters, and other minor infractions of school rules. School officials shall request SRO assistance when necessary to protect the physical safety of students, faculty, staff and others in the school environment or when a student engages in criminal activity. This does not prohibit the SRO from independently investigating student conduct which involves violations of law, even if the same student conduct which violates the law also results in disciplinary action by School District administration (see Section E, Joint Law Enforcement and School Discipline Investigations, below).

**b. Student Searches.** The SRO shall not conduct or participate in searches of students or their belongings in school disciplinary investigations unless his/her assistance is requested by school authorities to maintain a safe and secure school environment. Pursuant to Illinois law, a search of a student on school grounds by an SRO at the request of school authorities is deemed a search by a school employee for Fourth Amendment purposes and thus is subject to the reasonableness standard, not the probable cause standard. When requested to assist with a search by school authorities, the SRO shall comply with School District Board Policy 7:140, Search and Seizure, and related administrative procedures as follows:

The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age, sex, and the nature of the infraction. When feasible, the search should be conducted:

- (1) Outside the view of others, including students;
- (2) In the presence of a school administrator or adult witness; and
- (3) By a certificated employee or SRO of the same sex as the student.

**c. Metal Detectors** The School District has installed metal detectors at entrances at certain schools within the School District. In the event the metal detector alarm indicates a student may have a prohibited item, the SRO may be involved in a wand search. In the event the SRO reasonably believes a further search of the student is required, then the provisions of subsection 7.b. shall be followed.

**d. Interviews.** The SRO will not be involved in interviews of students initiated and conducted by school authorities in disciplinary matters unless requested by school authorities to maintain a safe and secure school environment. If the SRO's presence is requested under these circumstances, the SRO shall confine his/her involvement to what is reasonably necessary to protect the safety and security of members of the school community and shall not lead the investigation or actively interview students.

**e. Joint Law Enforcement And School Discipline Investigations.** In cases where school disciplinary investigations and law enforcement investigations into criminal activity overlap and relate to matters affecting health or safety (e.g. when both the school authorities and the SRO are investigating matters related to the presence of drugs or weapons on campus), it may be appropriate for school authorities and the SRO to work in tandem. In such circumstances, the SRO shall be mindful of and clarify his/her role as a law enforcement officer conducting a law enforcement investigation when interviewing student witnesses, particularly students suspected of criminal wrongdoing.

**f. Communication Between SRO And Building Principals.** The SRO is expected to meet with Building Principals or their designees on a regular basis, both formally and informally, to discuss school safety concerns, duties and responsibilities.

**g. Development Of School Safety Plans.** The SRO shall make reasonable attempts to report any safety concerns to the Building Principal or designee and shall confer with the Building Principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities. The Building Principal will contact any other School District personnel who should be involved in these discussions.

**h. Administrative Hearings.** Contingent upon pre-approval, the SRO will attend suspension and/or expulsion hearings upon request of the Building Principal or Superintendent. The SRO will be prepared to provide testimony on any actions that were taken by the SRO and any personally observed conduct witnessed by the SRO.

**8. Incident Reports.** Procedures for reporting and handling those reports involving incidents that threaten, may have threatened, or could threaten human life, health and safety, or property;

**9. Record Maintenance.** Procedures for making reports and maintaining records, if any, regarding SRO and SRO Program activities generally;

**10. Handling Incident Reports.** Procedures for handling reports and records that pertain to students;

**a. Confidentiality; Access To Student Records.** The SRO shall comply with all applicable laws, regulations and School District policies relating to the confidentiality of student records, including but not limited to: the Illinois School Student Records Act (“ISSRA”, 105 ILCS 10/1 et seq.), the Family Educational Rights and Privacy Act (“FERPA”, 20 U.S.C. 1232g), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1 et seq.), and School District Board Policy 7:340, Student Records.

**b. SRO Access To Student Records.** The SRO may have access to confidential student records or to any personally identifiable information of any School District student to the extent allowed under FERPA, ISSRA, and applicable School District policies and procedures. The SRO shall not automatically have access to confidential student records or personally identifiable information in those records simply because he/she is conducting a criminal investigation involving a student where said student activity is not connected to the school. School officials may, however, share relevant student records and personally identifiable information in those records with the SRO under any of the following circumstances:

(1) The SRO is acting as a “school official” as it relates to accessing student records as defined in 34 C.F.R. §99.31 because he/she is exercising a function that would otherwise be performed by school personnel and has legitimate educational interests in the information to be disclosed.

(2) The SRO has written consent from a parent/guardian or eligible student to review the records or information in question.

(3) The Building Principal or designee reasonably determines that disclosure to the SRO without parental consent is necessary in light of a significant and articulable threat to one or more person’s health or safety.

(4) The disclosure is made pursuant to a valid court order, provided that advanced notice of compliance is provided to the

parent/guardian or eligible student so that they may seek protective action from the court, unless the court has ordered the existence or contents of the court order or the information furnished in response to not be disclosed.

(5) The information disclosed is “directory information” as defined by School District Board Policy 7:340, Student Records, and the parent/guardian or eligible student has not opted out of the disclosure of directory information.

(6) The disclosure is otherwise authorized under FERPA, ISSRA and applicable School District policies and procedures.

**11. SRO Presence At Special Events.** When SROs will be present at special events that occur outside normal School District student attendance hours.

**12. Assignment Of Overtime.** The School District Superintendent and City’s Chief of Police shall consult prior to the SRO being assigned overtime hours. The City’s Chief of Police shall have final discretion in determining whether overtime shall be assigned. The parties agree that, in the event of an emergency involving a threat to the safety of School District students, staff, or community members, that this provision will be waived.

**13. Other Matters.** Such other matters as the City’s Chief of Police and the School District’s Superintendent deem necessary and appropriate to assure the success of the SRO Program.

**14. Operating Procedures Reduced To Writing.** All standard operating procedures and any amendments to or modifications thereof shall be reduced to writing and signed by the City’s Chief of Police and the School District’s Superintendent only.

**B. Time and Place of SRO Performance.**

**1. SRO Work Schedule.** The School District’s Superintendent, with the concurrence of the City’s Chief of Police or their respective designees, shall develop a schedule that specifies the dates, times, and schools at which each SRO will be present in each school calendar year.

**2. Availability Of SROs.** The City will endeavor to have the SROs available for duty at their particular assigned dates, times, and school based on the schedule provided in Subsection 7.B.1. of this Agreement. For purposes of this Agreement, the workday of the SRO will be commensurate with the school day of the school to

which the SRO is assigned except for holidays, school breaks, and other days when the School District's schools will be closed as provided on the School District's annual school/academic calendar. The City shall undertake reasonable efforts to schedule SRO vacation benefit leave at times other than on days when School District schools are in session. Notwithstanding the immediate foregoing, the Parties recognize that there may be times when an SRO must take vacation benefit time on a specific date or dates, in which case the City shall have no obligation to furnish a substitute police officer or SRO to take on the vacationing SRO's duties. The Parties further recognize that SROs may need to be present in court in connection with arrests they have made, whether as part of the SRO or UPD police activities. The City shall have no obligation to furnish a substitute police officer or SRO to undertake the SRO's duties when he or she is present in court. Notwithstanding the provision of this subsection, the School District Superintendent and City Chief of Police will consult and make arrangements for reduced services or substitute service where School District needs require SRO coverage, during time periods of greater need (e.g. the ends of each semester), and upon request of the District Superintendent.

**3. Unavailability Of An SRO.** In the event that an SRO is unable to serve as an SRO due to illness, injury or authorized leave for UPD training requirements on a particular date or time(s) or at a particular school, the City shall not be required to furnish a substitute police officer for that particular date or time or at the particular school. If an extended absence (greater than one month) is encountered due to a reason beyond the control of the City and School District (e.g. injury or illness), the City and School District will explore options to provide service at a reduced level.

**4. Reassignment Of UPD Officers.** The City's Police Chief shall at all times maintain and retain the authority to reassign a UPD police officer to duties other than serving as an SRO, whether on a temporary or permanent basis.

## **Section 8. SRO Program and SRO Review.**

**A. SRO Performance Evaluation.** The Superintendent or designee shall collect feedback from Building Principals regarding the SROs' individual performance and will provide such feedback to the UPD, via the Chief or designee on an annual basis or when requested.

**B. Formal Program Evaluation.** Two (2) years after the effective date of this Agreement and every year thereafter that this Agreement remains in force and effect the School District shall conduct an evaluation of the SRO Program. Various facets of the SRO Program shall be reviewed including: costs, pre-program and post-program data, standard operating procedures, and input and feedback from School District administrators, teachers, students, parents/guardians, SROs, and community members. Focus groups and surveys may be used in obtaining additional feedback about the SRO Program. While disaggregated and

redacted information may be provided in furtherance of this provision, under no circumstance shall the School District provide information in violation of Illinois School Student Records Act, Federal Educational Rights and Privacy Act, Illinois Personnel Records Review Act, or information which, in the School District's sole discretion, would constitute an unwarranted invasion of personal privacy where such personal privacy outweighs the public interest in the information. The parties acknowledge and agree that, as a school district, the Board and its employees and agents are privy to information which may not be disclosed under state and/or federal law. The final formal program evaluation report shall be provided to the Board of Education, the City, the Urbana City Council, and made available to the general public within 60 days of its completion. Said report shall not be confidential or contain confidential information.

### **Section 9. Fee for Services.**

**A. Fee for Services.** The School District shall pay the City for the recurring costs of the two (2) SROs. For the fiscal years 2025-26, 2026-2027, and 2027-2028 the School District will pay the City the recurring costs of two (2) full-time SROs, based on the implementation schedule of this Agreement. For purposes of this Agreement, "fiscal quarters" refer to quarters in the City's fiscal year (i.e., July 1 through June 30). Costs for FY 2025-26 are detailed in Exhibit A attached hereto and made a part hereof. The City shall pay all overtime costs related to the performance of SRO duties. In the event that either party terminates this agreement, the City shall have no obligation to refund any sums that the School District paid to the City.

**B. Billing for Year One and Subsequent Years of Agreement.** The City shall bill the School District at the beginning of each fiscal quarter, and the School District will make payments to the order of the "City of Urbana," and the same shall be directed to the City's Finance Department. The School District shall make each such payment within thirty (30) days of receipt of an invoice. The School District will pay 75 percent of the costs of allocating two (2) SROs to School District Facilities, and the City will pay 25 percent for the terms of this agreement. The School District costs for Year One are \$410,914.53 Costs for subsequent years will be calculated on the same basis as for Year One, increasing consistent with the City's cost increases for wages, insurance pensions, and other components of the total cost, as detailed in Exhibit A. Overtime costs shall be paid by the City.

**C. Inability to Ascertain Reimbursable Costs.** In the event any costs cannot be determined due to lack of an approved labor agreement, the School District will be billed at the most recent amounts available. However, cost increases will be billed retroactively once a labor agreement is approved.

**D. Estimated Costs.** Each year in June, City Finance staff will provide estimated costs for the upcoming fiscal year to the School District's Chief Financial Officer.

**Section 10. Term of Agreement.**

**A. Initial Term of Agreement.** This Agreement shall be for a term of three (3) years which shall commence on July 1, 2025, and expire on June 30, 2028, unless otherwise renewed as provided in Subsection 10.B. of this Agreement.

**B. Adjustment of Reimbursement Amount.** In the event that this Agreement is renewed, the City's Chief of Police shall provide written notice to the School District's Superintendent of any reimbursement adjustment and such notice of reimbursement adjustment shall be provided to the School District's Superintendent prior to March 15 of the then current term, whether it be the initial term or any successive term. In the event that the School District fails or refuses to agree to the City's reimbursement adjustment prior to April 15 of the then current term, this Agreement shall be deemed to expire at the end of the then current term, whether it be the initial term or any successive term.

**Section 11. Insurance.**

**A. SROs Performance Of Police Functions.** The Parties agree that the SROs, when performing their respective SRO duties are performing a police function that has been directed by the City and that their performance of SRO duties shall in no way be deemed, construed, or interpreted as performing police duties for the School District itself.

**B. Parties' Minimum Insurance Coverage.** Each party shall maintain general liability insurance. Limits shall be a minimum of (i) \$1,000,000 per occurrence for bodily injury or property damage. Coverage shall include those perils generally associated with a general liability policy. Coverage shall contain no exclusions for cross liability between insureds.

**C. Certificates Of Insurance.** The City shall provide the School District with a certificate of insurance evidencing that the City has insurance coverage at the coverage limits stated in the certificate of insurance. The City agrees that the levels of insurance coverage stated in the certificate of insurance shall remain at least at those stated in the certificate of insurance during the term of this Agreement and any extension thereof.

**Section 12. Indemnification.** It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one party against the other party or against third parties. The parties further agree to indemnify, reimburse and hold each other harmless against any and all liabilities, damages, claims, causes of action, costs,

expenses and fees, including attorney fees, that either party incurs arising out of or occurring in connection with the other party's negligent, reckless or intentional misconduct. Nothing in this Section shall be deemed, construed or interpreted as a waiver or release by either Party of such rights as it may have pursuant to the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101, et seq.). This Section, in its entirety, shall survive the expiration of termination of this Agreement.

**Section 13. Assignment.** Neither Party shall have the right to assign or otherwise transfer its rights, obligations or responsibilities under this Agreement to any other person without the written consent of the other Party, which consent may be withheld for any reason whatsoever.

**Section 14. Dispute Resolution.**

**A. Default and Cure.** In the event a Party (hereinafter, the "Non-Defaulting Party") believes the other Party (the "Defaulting Party") has defaulted on any obligation provided for in this Agreement, the Non-Defaulting Party shall have the right to send the Defaulting Party a written Notice of Default. The Notice of Default shall, at a minimum, (a) state the nature of the default; (b) identify the section of this Agreement believed to be in default; and (c) state the date by which the default must be cured. Within five (5) business days of receipt of the Notice of Default, the Defaulting Party shall respond to the said Notice of Default by (a) stating that the default has been cured; (b) stating that the default cannot be cured by the date provided in the Notice of Default but that it can be cured at a specifically stated later date; or (c) providing clear evidence that no default occurred. If the Defaulting Party fails to cure the default within the time provided in the Notice of Default or such other time as the Parties agree or if the Non-Defaulting Party does not accept the Defaulting Party's evidence that no default occurred, the Parties shall confer in person in an effort to resolve their dispute. If the Parties are unable to resolve their dispute, the Non-Defaulting Party shall have the right to declare this Agreement terminated.

**B. Failure to Resolve Dispute.** Either Party shall have the right to seek to enforce this Agreement by initiating and maintaining a claim or action in the Circuit Court of the Sixth Judicial Circuit, Champaign County, Illinois. The laws of the State of Illinois shall govern any interpretation, enforcement, and action for breach of any Section of this Agreement.

**Section 15. Notices.** Any written notice required to be given by this Agreement shall be in writing and deemed effective as hereinafter stated:

**If by U.S. First Class Mail:** If notice is given by U.S. First Class Mail, the same shall be deemed effective four (4) business days after placement with the United States Postal Service if such notice is placed in a properly stamped envelope bearing the proper address of the intended recipient of such notice.

**If by Facsimile:** If notice is given by facsimile, the same shall be deemed effective the next business day if transmitted by 4:00 p.m. Central Time and if the sender's facsimile machine prints out a receipt that such facsimile was received by the intended recipient's facsimile machine. If the transmission was successful but no such receipt is printed, then the notice shall be deemed effective as if given by U.S. First Class Mail.

**If by Electronic Mail (e-mail):** If notice is successfully given by electronic mail, the same shall be deemed effective the next business day if transmitted by 4:00 p.m. Central Time.

**If by Personal/Courier Delivery:** If notice is given by personal or courier service delivery, the same shall be deemed effective the next business day following delivery.

No other form or manner of notice, including by e-mail, shall be deemed effective unless the recipient acknowledges receipt of such notice and, in such case, the notice will be deemed effective as of the next business day.

Notices shall be given as follows:

Notice to City:  
City of Urbana  
Attn: Chief of Police  
Urbana Police Department  
400 S. Vine Street  
Urbana, IL 61801  
Fax: 217-384-2363  
E-mail: seraphbd@urbanaininois.us

Notice to School District:  
Urbana School District No. 116  
Attn: Superintendent  
205 N. Race Street  
Urbana, IL 61801  
Fax: 217-337-4973  
E-mail: jivory-tatum@usd116.org

**Section 16. Representation and Warranty.** Each Party represents and warrants that the person who executed this Agreement on behalf of the respective Party had the authority to do so.

[ END OF AGREEMENT. SIGNATURES FOLLOW. ]

**For the School District:**

**For the City:**

By: \_\_\_\_\_  
President, Board of Education

By: \_\_\_\_\_  
Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** April 21, 2025 Committee of the Whole  
**Subject:** An Ordinance Approving a Comprehensive Plan  
(*Imagine Urbana* / Plan Case No. 2502-CP-25)

### Summary

#### *Action Requested*

City Council is being asked to approve the *Imagine Urbana* Comprehensive Plan. The draft plan is hosted online and can be found at: <https://online.encodeplus.com/regs/urbana-il>

#### *Plan Commission Recommendation*

Since the initial draft of *Imagine Urbana* was published on August 20, 2024, the Plan Commission has iteratively reviewed its themes, sections, and content over the course of eleven public study sessions and a series of public hearings. The Commission held public hearings on the draft plan on March 13, March 27, April 3, and April 10, 2025. The Plan Commission unanimously voted to recommend approval of *Imagine Urbana* to City Council (five ayes to zero nays) at its meeting on April 10, 2025.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of the plan would have no direct impact on City services. However, the policy guidance provided by *Imagine Urbana* is intended to inform priorities and investments going forward.

#### *Strategic Goals & Plans*

The policy guidance contained in *Imagine Urbana* generally aligns with the four strategic areas in the Mayor/Council Strategic Goals (Public Health & Safety, Housing, Infrastructure, and Economic Health). Once adopted, the plan would replace the 2005 Comprehensive Plan. In addition, the adopting ordinance contains language to adopt several existing plans, which had previously been adopted as amendments to the 2005 plan, as stand-alone plans. This approach would ensure that these plans can still be used once the 2005 plan is replaced with *Imagine Urbana*.

#### *Previous Council Actions*

On April 11, 2005, Council adopted Ordinance No. 2005-03-050, which adopted the 2005 Comprehensive Plan. *Imagine Urbana* would replace the 2005 plan. Council has also adopted 16 [amendments](#) to the 2005 plan, including several targeted plans, such as the Bicycle Master Plan and Hazard Mitigation Plan.

## Discussion

### *Additional Background Information*

*Imagine Urbana* is the culmination of a five-year planning process, which began in early 2020. The process included multiple phases of public outreach, staff working groups, research, analysis, and ultimately, drafting of the plan. (More detailed information on the public engagement process can be found in [Section II - Background](#).)

Beginning August 20, 2024 with the release of the first draft of the Plan, the Plan Commission held 11 study sessions between August 22, 2024 and February 20, 2025 to discuss and refine elements of the plan. During September and October, 2024, staff also presented the draft plan to and received quality feedback from the Arts & Culture Commission, Bicycle & Pedestrian Advisory Commission, Community Development Commission, Historic Preservation Commission, and Sustainability Advisory Commission. As with all commission meetings, each of the 11 study sessions at Plan Commission, and each session at the aforementioned commissions was open to the public to both observe and provide comment. On March 13, 2025, the Plan Commission opened the public hearing on *Imagine Urbana* and kept the hearing open for four meetings before making their recommendation to City Council on April 10.

*Imagine Urbana* begins with an **Introduction** and **Background**, followed by the **Vision & Values** section. The core of the plan lies in the following sections, which include **Big Ideas**, **Big Moves**, **Little Moves**, **Maps**, and **Tracking Progress**. These are briefly described as follows:

**Big Ideas** are the four overarching goals for Urbana’s future.

**Big Moves** are the strategies to achieve the Big Ideas.

**Little Moves** are the actions that provide specific steps to implement each Big Move.

The **Maps** section contains three maps to guide future development and redevelopment of the City: Place Types, Connected City, and Development Opportunities.

**Tracking Progress** contains two types of Metrics that will be used to track progress: Community Metrics and metrics assigned to each Little Move used to track progress toward each Big Move.

The plan concludes with a brief section on **Evaluation and Reporting**, followed by an **Appendix**.

### *Policy or Statutory Impacts*

The *Imagine Urbana* Comprehensive Plan is the main policy document guiding land development and redevelopment for the City for the next two decades. It is important that *Imagine Urbana* be treated as an organic document, responding to changing conditions and updated regularly. One of the identified deficiencies of the 2005 plan was the lack of updating and follow-through.

### *Fiscal and Budget Impact*

The plan itself will have no direct impact on the City's finances. In the short and medium term, fully implementing the action items -- "little moves" -- of the plan will require staff time and additional financial resources. An important long-term goal of the plan (Big Idea #2: Urbana is Both Financially and Environmentally Resilient) is that implementing the plan will lead to a more fiscally stable future for the City.

### *Community Impact*

*Imagine Urbana* involved an extensive and inclusive community engagement process to identify goals and aspirations for the future development of the City and included interactive workshops; presentations to community groups; tables at City and neighborhood events; door-to-door, SMS, online, and paper surveys; ward meetings; and an online and in-person spending priorities exercise; all with an emphasis on seeking out voices not traditionally heard. Once the draft Plan was published in August, 2024, the public had in-person opportunities to meet with staff to discuss the Plan and its maps at neighborhood meetings, and provide input at Plan Commission study sessions and public hearings from August 2024 – March 2025.

### *Recommendation*

The Plan Commission unanimously recommended approval of the plan to City Council. Staff concurs with the Plan Commission's recommendation.

### *Next Steps*

If Council approves the plan, staff will update the plan's webpage to indicate that the plan has been adopted. City staff and City leaders would then begin using the plan immediately as policy guidance and working to implement the action items from the plan as resources allow.

### **Attachments**

1. An Ordinance Adopting the Imagine Urbana Comprehensive Plan (Plan Case No. 2502-CP-25).

Originated by: Kevin Garcia, Principal Planner / Zoning Administrator

Reviewed: Andrea Ruedi, Strategic Advisor for Integrated Strategy Development  
William Kolschowsky, Senior Management Analyst/Assistant to the City  
Administrator

Approved: Carol Mitten, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING A COMPREHENSIVE PLAN**

**(Imagine Urbana / Plan Case No. 2502-CP-25)**

**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 City Council on April 11, 2005 in Ordinance No. 2005-03-050 adopted the 2005 City of Urbana Comprehensive Plan; and

**WHEREAS**, the 2005 Comprehensive Plan contained goals, objectives, policies, and other recommendations pertaining to land uses, housing, neighborhoods and public infrastructure in the community; and

**WHEREAS**, since 2005 various amendments to the Comprehensive Plan have been adopted; and

**WHEREAS**, changes in various circumstances since the 2005 Comprehensive Plan was adopted have indicated a need for a new Comprehensive Plan to address opportunities and issues facing Urbana; and

**WHEREAS**, an extensive and inclusive community engagement process to identify goals and aspirations for the future development of the City included interactive workshops; presentations to community groups; tables at City and neighborhood events; door-to-door, SMS, online, and paper surveys; ward meetings; and an online and in-person spending priorities exercise; all with an emphasis on seeking out voices not traditionally heard; and

**WHEREAS**, an initial draft of the new comprehensive plan, Imagine Urbana, was published on August 20, 2024, and after which, six neighborhood meetings, five City commission presentations, eleven Plan Commission public study sessions, and four public hearing meetings were held to gather

community feedback, and

**WHEREAS**, *Imagine Urbana*, contains an Introduction, Background and Trends, Process, Vision & Values, Big Ideas, Big Moves & Little Moves, Metrics, Place Types descriptions and Map, a Connected City Map, and a Development Opportunities Map; and

**WHEREAS**, the Plan Commission recommended that the following plans, which were adopted as amendments to the 2005 Comprehensive Plan, be adopted as individual plans by the ordinance that adopts *Imagine Urbana*: Bicycle Master Plan (2016), Pedestrian Master Plan (2020), Bicycle Wayfinding Plan (2020), Champaign County Greenways & Trails Plan (2014), Champaign County Hazard Mitigation Plan (2021), Crystal Lake Neighborhood Plan (2008) and Downtown Plan (2012); and

**WHEREAS**, after due publication, the Plan Commission held public hearings on March 13, March 27, April 3, and April 10, 2025, and voted with five (5) ayes and zero (0) nays to forward Plan Case 2502-CP-25 to the City Council with a recommendation to approve *Imagine Urbana*; and

**WHEREAS**, the City Council finds that it is in the public interest to adopt *Imagine Urbana*; and

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

**Section 1.**

The attached document, entitled *Imagine Urbana*, as Exhibit "A", and incorporated herein by reference, is hereby adopted as the official Comprehensive Plan of the City of Urbana and shall replace the existing 2005 Comprehensive Plan and all amendments to said plan.

**Section 2.**

The following plans, which were adopted as amendments to the 2005 Comprehensive Plan, are hereby adopted as individual plans, effective as of the date of their adoption as amendments to the 2005 Comprehensive Plan: Bicycle Master Plan (2016), Pedestrian Master Plan (2020), Bicycle Wayfinding Plan (2020), Champaign County Greenways & Trails Plan (2014), Champaign County Hazard Mitigation Plan (2021), Crystal Lake Neighborhood Plan (2008) and Downtown Plan (2012).

**Section 3.**

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 date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this date day of Month, Year.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanailinois.us](http://www.urbanailinois.us)

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

**Meeting:** April 21, 2025, Committee of the Whole  
**Subject:** Increasing the Number of Class R&T-1 Liquor Licenses for Public House 1833, LLC, 401 North Broadway Avenue

### 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*

Public House 1883, LLC has applied for a Class R&T-1 (Restaurant & Tavern – All Alcohol) liquor license for their establishment located at 401 North Broadway Avenue.

### Relationship to City Services and Priorities

*Impact on Core Services* N/A

*Strategic Goals & Plans* N/A

#### *Previous Council Actions*

In all instances, City staff first reviews the liquor license application. If it receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

### Discussion

#### *Additional Background Information*

A Class R&T-1 license allows the sale and service of all types of alcoholic liquor, either by the drink or in original packages, for on-premises consumption only. Additional permissions may be granted through riders. License holders must maintain a fully-staffed kitchen that prepares and serves bona fide meals as a primary service, and food must be available whenever alcohol is served.

Licenses may continue selling alcohol for up to three hours after ceasing meal service Sunday through Thursday, and up to four hours on Friday and Saturday, provided such sales comply with the City's operating hours restriction of a 2 a.m. closing time.

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 R&T-1 liquor license for Public House 1833, LLC, 401 North Broadway Avenue.

*Next Steps*

If the attached resolution is approved, the Deputy Local Liquor Commissioner will prepare and issue a R&T-1 liquor license for Public House 1833, LLC, 401 North Broadway Avenue, with an expiration date of June 30, 2025.

**Attachments**

A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for Public House 1833, LLC, 401 North Broadway Avenue, Urbana, Ill.

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Local Liquor Commissioner

Reviewed: Diane Wolfe Marlin, Mayor/Local Liquor Commissioner

Approved: Carol J. Mitten, City Administrator

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS R&T-1 DESIGNATION FOR PUBLIC HOUSE 1833, LLC, 401 NORTH BROADWAY AVENUE, 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 Public House 1833, LLC, 401 North 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 Public House 1833, LLC, 401 North 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      Date day of      Month,      Year.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_

Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

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Diane Wolfe Marlin, Mayor