



# CITY OF URBANA COMMITTEE OF THE WHOLE MEETING

**DATE:** Monday, April 03, 2023  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

## **\*AMENDED AGENDA\***

**Chair:** Grace Wilken, Ward 6

**A. Call to Order and Roll Call**

**B. Approval of Minutes of Previous Meeting**

1. 02-20-2023 Minutes
2. 03-06-2023 Minutes

**C. Additions to the Agenda**

**D. Presentations and Public Input**

**E. Staff Report**

**F. New Business**

1. **Ordinance No. 2023-04-007:** An Ordinance Revising the Annual Budget Ordinance - Budget Amendment #7 - HRF
2. **Ordinance No. 2023-04-008:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees - HRF
3. **Ordinance No. 2023-04-009:** An Ordinance Amending the Urbana Zoning Map (R-3/B-1 to B-2 at 714 East University Avenue / Plan Case No. 2470-M-23) - CD
4. **Ordinance No. 2023-04-011:** An Ordinance Amending Urbana City Code Chapter Three, SECTION 3-43 (Maintaining the number of Class A liquor licenses for Synesthesia LLC d/b/a Gallery, 119 W Main St, Urbana, IL) - Exec
5. **Ordinance No. 2023-04-010:** An Ordinance Amending Urbana City Code Chapter Three, Section 3-43 (Increasing the number of Class H liquor licenses for VIDHI 3 LLC, 1001 W Killarney St, Urbana, IL) - Exec

**G. Council Input and Communications**

**H. Closed Session: Personnel, Pursuant to 5 ILCS 120/2 (c) (1)**

**I. Adjournment**

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaininois.us/uptv>

## 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@urbanaininois.us](mailto:citycouncil@urbanaininois.us). 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@urbanillinois.us](mailto:CityClerk@urbanillinois.us)



## MEMORANDUM

**TO:** Mayor Diane Wolfe Marlin and City Council Members

**FROM:** Elizabeth Hannan, Human Resources & Finance Director / CFO  
Alyana Robinson, Financial Analyst

**DATE:** March 30, 2023

**SUBJECT:** FY2023 Budget Amendment #7 – Omnibus

**Introduction:** Attached is an Ordinance revising the FY2023 annual budget to provide for items described below. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

**Discussion:** The following items are included in the attached Ordinance amending the annual budget.

### General Operating Fund (100):

Staffing Vacancy Savings – Community Development: This request would reallocate a portion of the Community Development's salary vacancy savings to cover the cost of building a new cubicle and desk. This reallocation would also provide for an employee to participate in the Development Finance Certified Professional Program, which is an intense learning experience to give graduates a thorough knowledge of the entire development finance spectrum. A total of \$13,500 would be transferred from the salary line to non-personnel line items, of which \$10,000 would be transferred to the VEF Fund for the purchase of the new cubicle and desk.

Justice Assistance Grant – Police Department: The City of Urbana Police Department was awarded a grant of \$12,548 to fund training. A portion of the grant is for overtime expenses related to training. This revision would reallocate a total of \$7,128 from the training line to overtime.

Staffing Vacancy Savings – Public Works: This request would use vacancy savings in Public Works to fund a GIS managed-services contract and on-call electrical service needs. A total of \$150,000 would be transferred from a few personnel lines to contractual services and professional services lines.

### Stormwater Utility Fund (201):

Stormwater Management Planning: The original estimate accounted for enhanced geolocation or mapping and inspection of physical parameters of the storm and sanitary structures to improve mapping. However, the estimate did not properly account for the more detailed condition assessment, analysis, or rating component of the work that is

needed to facilitate global decision-making. This request would allocate additional \$165,000 to complete this project properly.

Boneyard Creek Bank Stabilization: A segment of the Boneyard Creek located west of Broadway Avenue has eroded and will need to be repaired, and the bank needs to be stabilized before the erosion expands and impacts adjacent property. Through coordination with the Urbana-Champaign Sanitary District (UCSD), this bank stabilization scope was expanded upstream to include protection of an elevated UCSD sewer where it crosses the creek. UCSD will pay for their portion of the expanded scope. The bank stabilization work is in design with completion of construction in the summer this year. This request would fund an additional \$145,000 to cover the cost.

Storm Sewer Lining & Abandonment Feasibility Study: Information reviewed from past investigations has led to pursuing some alternative stormwater projects before the end of this fiscal year. The Storm Cleaning & Televising Project that was originally planned to begin this fiscal year will likely be moved to FY2024, as staff would like to pursue a more robust program and catch up on some deferred inspection. In addition, the Storm Sewer Reconstruction would also be postponed until FY2024.

As staff have caught up on reviewing recent past investigations of existing storm sewers, they have identified that a significant amount of storm sewers are in need of rehabilitation in the form of sewer lining ahead of others. This request would reprioritize \$200,000 from the Storm Cleaning & Televising Project and another \$350,000 from the Storm Sewer Reconstruction Project to fund the total estimated cost of \$550,000 for the Storm Sewer Lining Project.

In addition, a handful of storm sewers have been identified that may serve limited purposes and could be eligible for abandonment, thereby effectively reducing the City's infrastructure liability. Staff would like to have these areas investigated to determine the feasibility for abandonment with or without additional capital improvements. A total estimated cost of \$100,000 would be needed to cover the cost of conducting a Storm Sewer Abandonment Feasibility Study. This request would reprioritize \$100,000 from the Storm Sewer Reconstruction Project to fund this new project.

Local Motor Fuel Tax (202): During planning, staff identified a substantial backlog of existing pavements that are candidates for joint and crack sealing. Therefore, staff is proposing to budget \$200,000 per year for the first four years of the program. The budget is expected to be less after this catch-up period. An additional \$110,000 is needed to cover the cost in FY23, and this request would reprioritize \$110,000 from the Florida: James Cherry to Curtiss project to fully fund this program.

Motor Fuel Tax (203):

Springfield Avenue Resurfacing Project: The Springfield Avenue fees for design work came in higher than the current budget. The current budget of \$70,000 covered the preliminary design plans that are currently in progress. An additional \$60,000 is needed to complete final construction plan documents. This request would reprioritize \$60,000 from the Philo, Colorado, Anderson Resurface project, since construction is not happening this year due to delays in the design of that project.

Boneyard Creek Structural Improvements at Race St. Bridge: The consultant for the Boneyard Creek Structural Improvements project at the Race Street Bridge determined that the design cost will be higher than estimated. In addition, a bridge bat assessment will be required. The Windsor Road Resurfacing project engineering costs came in lower than budgeted, so this request would reallocate \$25,000 to cover the cost difference of the Race Street Bridge project.

Sanitary Sewer Fund (204):

Sanitary Planning & GIS: The increase in estimated cost for sanitary management planning, conditional assessment, and GIS improvements was due to the original estimate not properly accounted for the more detailed condition, assessment, and analysis rating that is needed to support global decision-making. This request would allocate additional \$100,000 to complete this project properly.

Sanitary Sewer Lining: This request would reallocate available funds of \$42,000 from the Sanitary Sewer Reconstruction budget to the Sanitary Sewer Lining budget based on identified additional needs for this program.

Vehicle & Equipment Replacement Fund (VERF) (300): This amendment would transfer \$10,000 from the General Fund for the Community Development Department's request to purchase new cubicle and desk as a one-time expense. Based on the total estimated cost, this should be treated as capital purchase and budgeted in the VERF.

Community Development Grants Fund (331): The CD Grants Fund will be receiving \$150,000 from American Rescue Plan Act (ARPA) Fund to support a Roof Repair and Replacement program for low-income Urbana homeowners, which is part of the approved ARPA Concept Plan Project List. Due to timing of distribution of the funds, a portion (\$60,000) of the total amount would be budgeted in FY2023 and the remaining (\$90,000) would be in the proposed FY2024 budget.

American Rescue Plan Fund (350): On February 27, 2023, The City approved a Resolution Adopting the City of Urbana ARPA Concept Plan Project List. (*See Resolution No. 2023-02-013R*). This revision would allocate funding in the appropriate budget account lines for the distributions of funds. The allocations are listed individually on the exhibit to the Ordinance.

A total of \$1,296,000 would be allocated to the Sanitary Sewer Fund (204) for the Sanitary Sewer Lining PILOT Program, which is part of the approved ARPA Concept Plan Project List. This would be reflected in the FY2024 proposed budget and in the Capital Improvement Plan.

In addition, a total estimated cost of \$60,000 would be allocated to cover the services provided by the Regional Planning Commission in facilitating the development of the ARPA Concept Plan, in accordance with the approved Intergovernmental Agreement.

**Fiscal Impact:** The estimated ending fund balance in the General Operating Fund would be \$11,731,301, which is 29.93% of recurring expenditures.

**Alternatives:**

1. Forward the Ordinance amending the FY2023 budget to City Council for approval on April 10, 2023.
2. Amend one or more of the items before forwarding to Council for approval.

**Recommendation:** Forward the budget amendment authorizing these adjustments to the FY2023 budget for approval at the April 10, 2023 City Council meeting.

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE****(Budget Amendment #7 – Omnibus)**

**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, 2022 and ending June 30, 2023; 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: \_\_\_\_\_

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

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

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

## Budget Amendment 2022/23 - 07 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
<b>GENERAL OPERATING FUND (100)</b>						
<u>Expenditures</u>						
10050500-50110		CD ADMIN - SALARY - REGULAR EMPLOYEES	193,589	180,089	(13,500)	Salary Vacancy savings
10050500-59300		CD ADMIN - TFR TO VERF FUND	2,827	12,827	10,000	CD new cubicle and desk - TFR to VERF
10050510-52320		CD PLANNING & ZONING - TRAVEL, EDUCATION & TRAINING	6,900	10,400	3,500	Council of Development Finance Agencies training
10020201-52320	20102-2023-TRAINING	POLICE PATROL - TRAVEL, EDUCATION & TRAINING	71,785	64,657	(7,128)	JAG Grant OT training
10020201-50133	20102-2023-OT	POLICE PATROL - OVERTIME TRAINING	51,469	58,597	7,128	JAG Grant OT training
10040402-50110		PW LANDSCAPE MGMT - SALARY - REGULAR EMPLOYEES	200,548	160,548	(40,000)	PW vacancy savings - on-call electrical services
10040402-50210		PW LANDSCAPE MGMT - INSURANCE	20,392	15,392	(5,000)	PW vacancy savings - on-call electrical services
10040402-50220		PW LANDSCAPE MGMT - FICA & MEDICARE	19,927	17,927	(2,000)	PW vacancy savings - on-call electrical services
10040402-50251		PW LANDSCAPE MGMT - IMRF & SURS	22,224	19,224	(3,000)	PW vacancy savings - on-call electrical services
10040426-52999		PW TRAFFIC SIGNALS - OTHER CONTRACTUAL SERVICES	170,612	210,612	40,000	PW vacancy savings - on-call electrical services
10040424-50110		PW STREET MAINT. & CONST - SALARY - REGULAR EMPLOYEES	729,183	689,183	(40,000)	PW vacancy savings - GIS services
10040424-50210		PW STREET MAINT. & CONST - INSURANCE	116,143	111,143	(5,000)	PW vacancy savings - GIS services
10040424-50220		PW STREET MAINT. & CONST - FICA & MEDICARE	53,979	51,979	(2,000)	PW vacancy savings - GIS services
10040424-50251		PW STREET MAINT. & CONST - IMRF	79,746	76,746	(3,000)	PW vacancy savings - GIS services
10040440-50110		PW ENGINEERING - SALARY - REGULAR EMPLOYEES	789,361	759,361	(30,000)	PW vacancy savings - GIS services
10040440-50210		PW ENGINEERING - INSURANCE	103,577	96,577	(7,000)	PW vacancy savings - GIS services
10040440-50220		PW ENGINEERING - FICA & MEDICARE	64,841	59,841	(5,000)	PW vacancy savings - GIS services
10040440-50251		PW ENGINEERING - IMRF	90,494	82,494	(8,000)	PW vacancy savings - GIS services
10040440-52199		PW ENGINEERING - OTHER PROFESSIONAL SERVICES	85,000	195,000	110,000	PW vacancy savings - GIS services
<b>Total Expenditures</b>			<b>43,428,611</b>	<b>43,428,611</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>11,731,301</b>	<b>11,731,301</b>	<b>-</b>	
<b>STORMWATER UTILITY FUND (201)</b>						
<u>Expenditures</u>						
20140470-52106-40412	40412-PLANNING	ARCHITECTURAL & ENG SERVICES - STORMWATER MANAGEMENT PLANNING	478,950	643,950	165,000	Planning, assessment and improvement svcs
20140470-53303-40414	40414-CONST	STORMWATER - BONEYARD CREEK CROSSING IMPROVEMENT	275,000	420,000	145,000	Boneyard creek bank stabilization
20140470-52204-40402	40402-CONST	INFRASTRUCTURE MAINT - STORM SEWER CLEANING & TELEVISION	459,800	259,800	(200,000)	Storm sewer lining & abandonment feasibility study
20140470-53303-40417	40417-CONST	STORMWATER - STORM SEWER RECONSTRUCTION	500,000	50,000	(450,000)	Storm sewer lining & abandonment feasibility study
20140470-53303-40418	40418-CONST	STORMWATER - STORM SEWER LINING	-	550,000	550,000	Storm sewer lining
20140470-52105-40419	40419-PLANNING	PLANNING SERVICES - STORM SEWER ABANDONMENT STUDY	-	100,000	100,000	Storm sewer abandonment feasibility study
<b>Total Expenditures</b>			<b>3,137,195</b>	<b>3,447,195</b>	<b>310,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>2,428,456</b>	<b>2,118,456</b>	<b>(310,000)</b>	
<b>LOCAL MOTOR FUEL TAX (202)</b>						
<u>Expenditures</u>						
20240470-53301-40159	40159-CONST-LMFT	HIGHWAY AND STREETS - ANNUAL JOINT SEAL & CRACK PROGRAM	90,000	200,000	110,000	Joint and crack sealing program
20240470-53301-40164	40164-CONST-LMFT	HIGHWAY AND STREETS - FLORDIA AT JAMES CHERRY	312,200	202,200	(110,000)	Joint and crack sealing program
<b>Total Expenditures</b>			<b>2,754,307</b>	<b>2,754,307</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>219,815</b>	<b>219,815</b>	<b>-</b>	
<b>MOTOR FUEL TAX (203)</b>						
<u>Expenditures</u>						
20340470-53301-40133	40133-CONST	HIGHWAY & STREETS - PHILO, COLORADO, ANDERSON RESURFACE	1,700,000	1,640,000	(60,000)	Springfield ave project
20340470-52105-40134	40134-PLANNING	PLANNING SERVICES - SPRINGFIELD: WRIGHT TO MCCULL	70,000	130,000	60,000	Springfield ave project
20340470-52105-40167	40167-PLANNING	PLANNING SERVICES - BONEYARD CREEK BRIDGE REPAIR	55,000	80,000	25,000	Boneyard creek structural improvements at Race St
20340470-52105-40150	40150-PLANNING	PLANNING SERVICES - WINDSOR: RACE TO WEST BOUNDARY	184,877	159,877	(25,000)	Boneyard creek structural improvements at Race St
<b>Total Expenditures</b>			<b>9,848,688</b>	<b>9,848,688</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>6,675,880</b>	<b>6,675,880</b>	<b>-</b>	
<b>SANITARY SEWER FUND (204)</b>						
<u>Expenditures</u>						
20440470-52105-40514	40514-PLANNING	PLANNING SERVICES - SANITARY PLANNING & GIS	135,000	235,000	100,000	Planning, assessment and improvement svcs
20440470-53304-40511	40511-CONST	SANITARY SEWER - SANITARY SEWER LINING	258,000	300,000	42,000	Sanitary backlog rehabilitation needs
20440470-53304-40512	40512-CONST	SANITARY SEWER - SANITARY SEWER RECONSTRUCTION	157,414	115,414	(42,000)	Sanitary backlog rehabilitation needs
<b>Total Expenditures</b>			<b>2,610,778</b>	<b>2,710,778</b>	<b>100,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>1,523,361</b>	<b>1,423,361</b>	<b>(100,000)</b>	
<b>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND (300)</b>						
<u>Revenues</u>						
300-49100		TRF FROM GENERAL FUND	1,630,058	1,640,058	10,000	CD new cubicle and desk - TFR from Gen Fund
<b>Total Revenues</b>			<b>1,749,785</b>	<b>1,759,785</b>	<b>10,000</b>	
<u>Expenditures</u>						
30060600-53430	VERF-CD-241	FURNITURE AND FIXTURES	133,949	143,949	10,000	CD new cubicle and desk
<b>Total Expenditures</b>			<b>3,110,601</b>	<b>3,120,601</b>	<b>10,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>4,681,085</b>	<b>4,681,085</b>	<b>-</b>	
<b>COMMUNITY DEV GRANTS FUND (331)</b>						
<u>Revenues</u>						
331-49350		TRF FROM ARPA	-	60,000	60,000	ARPA allocation - Urbana Roof Repair & Replacement Program
<b>Total Revenues</b>			<b>11,100,533</b>	<b>11,160,533</b>	<b>60,000</b>	
<u>Expenditures</u>						

33150538-52800 ARP-25  
**Total Expenditures**

OTHER MISC PROGRAMS - GRANT MISC CONTRACTUAL SERVICES

-	60,000	60,000
<b>11,758,880</b>	<b>11,818,880</b>	<b>60,000</b>
<b>(294,244)</b>	<b>(294,244)</b>	<b>-</b>

ARPA allocation - Urbana Roof Repair & Replacement Program

**Ending Fund Balance (estimated)**

**AMERICAN RESCUE PLAN FUND (350)**

**Expenditures**

35060620-52500		INTERGOVERNMENTAL AND AGENCY	63,777	123,777	60,000
35060620-52800	ARP-01	GRANT MISC CONTRACTUAL SERVICES	-	814,375	814,375
35060620-52800	ARP-02	GRANT MISC CONTRACTUAL SERVICES	814,375	2,814,375	2,000,000
35060620-52800	ARP-03	GRANT MISC CONTRACTUAL SERVICES	2,814,375	2,987,971	173,596
35060620-52800	ARP-04	GRANT MISC CONTRACTUAL SERVICES	2,987,971	3,646,809	658,838
35060620-52800	ARP-05	GRANT MISC CONTRACTUAL SERVICES	3,646,809	3,790,143	143,334
35060620-52800	ARP-06	GRANT MISC CONTRACTUAL SERVICES	3,790,143	4,540,143	750,000
35060620-52800	ARP-07	GRANT MISC CONTRACTUAL SERVICES	4,540,143	4,640,143	100,000
35060620-52800	ARP-08	GRANT MISC CONTRACTUAL SERVICES	4,640,143	4,719,143	79,000
35060620-52800	ARP-09	GRANT MISC CONTRACTUAL SERVICES	4,719,143	5,219,143	500,000
35060620-52800	ARP-10	GRANT MISC CONTRACTUAL SERVICES	5,219,143	5,469,143	250,000
35060620-52800	ARP-11	GRANT MISC CONTRACTUAL SERVICES	5,469,143	5,819,143	350,000
35060620-52800	ARP-12	GRANT MISC CONTRACTUAL SERVICES	5,819,143	6,269,143	450,000
35060620-52800	ARP-13	GRANT MISC CONTRACTUAL SERVICES	6,269,143	6,279,143	10,000
35060620-52800	ARP-14	GRANT MISC CONTRACTUAL SERVICES	6,279,143	6,289,143	10,000
35060620-52800	ARP-15	GRANT MISC CONTRACTUAL SERVICES	6,289,143	6,368,343	79,200
35060620-52800	ARP-16	GRANT MISC CONTRACTUAL SERVICES	6,368,343	6,868,343	500,000
35060620-52800	ARP-17	GRANT MISC CONTRACTUAL SERVICES	6,868,343	7,043,343	175,000
35060620-52800	ARP-18	GRANT MISC CONTRACTUAL SERVICES	7,043,343	7,203,343	160,000
35060620-52800	ARP-19	GRANT MISC CONTRACTUAL SERVICES	7,203,343	7,278,343	75,000
35060620-52800	ARP-20	GRANT MISC CONTRACTUAL SERVICES	7,278,343	7,478,343	200,000
35060620-52800	ARP-21	GRANT MISC CONTRACTUAL SERVICES	7,478,343	7,628,343	150,000
35060620-52800	ARP-22	GRANT MISC CONTRACTUAL SERVICES	7,628,343	7,653,343	25,000
35060620-52800	ARP-23	GRANT MISC CONTRACTUAL SERVICES	7,653,343	8,503,343	850,000
35060620-59331		TRF TO COMMUNITY DEVELOPMENT GRANTS FUND	-	60,000	60,000
<b>Total Expenditures</b>			<b>1,016,708</b>	<b>9,640,051</b>	<b>8,623,343</b>

**Ending Fund Balance (estimated)**

<b>12,945,890</b>	<b>4,322,547</b>	<b>(8,623,343)</b>
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## MEMORANDUM

**TO:** Mayor Diane Wolfe Marlin and City Council Members

**FROM:** Shaennon Clark, Deputy Finance Director  
Elizabeth Hannan, Human Resources & Finance Director / CFO

**DATE:** March 30, 2023

**SUBJECT:** Annual Revision of the Fee Schedule

**Introduction:** Attached is the proposed fee schedule for fiscal year 2023/2024. No council action is required at this time except to forward the Ordinance and fee schedule to the City Council meeting on May 8, 2023 for action then.

**Background:** Staff reviews license, permit and service fees annually to keep pace with the cost of providing the services, which mostly consist of personnel costs. The Urbana City Code requires the proposed Schedule of Fees 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 on our website. A notice that the schedule is available for review is being published in the News-Gazette.

In light of financial concerns affecting Urbana residents, business owners, and customers in connection with the COVID-19 pandemic, staff postponed fee increase proposals to licenses, permits, and service fees for the past three years and for liquor licenses for the past two years. The last fee increase for licenses, permits and services fees were effective July 1, 2019. The last changes to liquor license fees were effective August 1, 2020 and were necessary to accommodate revisions to the Urbana City Code Chapter 3 – Alcoholic Liquors, and to be more competitive with neighboring jurisdictions.

**Discussion:** This year, Finance staff is proposing a 4% increase to the majority of license, permit, service, and downtown parking meter and lot fees. These increases will help cover personnel related expenses including cost of living, longevity, and step increases. It will also cover increases related to the supplies used to provide these services. These increases are also in-line with the 4% fee increase incorporated into the five-year financial forecast presented to Council in January 2023. Significant exceptions to the 4% proposed fee increase are noted in this memo including a proposed 25% fee increase for campus parking meter, bagging and lot fees. Increasing parking fees on campus makes our fees consistent with the rates charged by the University of Illinois and helps to maintain and improve our parking infrastructure and lots. There is a planned replacement of parking meters this calendar year. The proposed fees will take effect July 1, 2023, unless otherwise noted.

If the proposed fee increases are approved, fee increases will generate approximately \$41,300 in additional revenue for the General Operating Fund, \$59,000 for the Sanitary Sewer Fund, \$75,000 for the Stormwater Utility Fund, and \$241,000 for the Parking Fund. These combined increases total \$416,300 of additional annual revenue. The City's practice is to increase fees to maintain pace with the

increasing costs of providing the related services. Some fee increases are based on projections made from the amount of work performed and the costs involved, while other fees, such as the stormwater utility fee are planned increases. For smaller fees, the percentage increase may appear larger in order to reflect a slight increase in the fee. Therefore, some fees may be higher or lower than 4% due to rounding.

Additional detail and exceptions to the 4% proposed fee increase are noted below including the estimated increase in revenue. Unless noted, revenue is General Fund revenue.

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
License – Liquor	<p>There is no proposed increase for the majority of Liquor Licensing Fees. Fees range from \$100 for a temporary liquor license for current licensees to \$4,000 for a Class A (Retailer's on-premises) license that operate primarily like a bar. Fees were adjusted in 2020 to be more competitive with neighboring jurisdictions.</p> <p><u>Proposed changes to liquor license fees include the following:</u> Class Temp-C for current liquor licensees, Class Temp-N for non-liquor licensees are increasing to \$100 (11%) and \$125 (39%) respectively based on the review time required by each City Department.</p> <p>Since the creation of the Class CS Complimentary Service, there have been no applicants. Staff proposes a reduction in the fee of \$500 to \$250 to be less prohibitive to our small business owners who want to provide the complimentary service to their customers.</p> <p>The original application for new liquor license fee is increased to \$500 from \$225 due to the amount of staff time required.</p>	\$2,100
License – Business	There are no exceptions to the proposed fee increase of 4% for these general business licenses. These include: Ambulance, Amusement Device, Hotel-Motel, Relocator initial and renewal, Mobile Home Park, Pedal Bus, Regional Pollution Control, Sanitary Hauler and Vehicle for Hire.	\$3,300
Permits – Building & Structures	<p>Proposed fee increases for new single- and two-family building construction permits vary based on square footage, neighboring municipality fees, review time spent by staff, and rounding.</p> <p>Roof replacement increased from \$2 to \$3 per \$1,000 of estimated cost, minimum fee of \$50 unchanged.</p>	\$19,400

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Permits – Building & Structures (continued)	Proposed new fee for building decks 100 square feet and under of \$25. Proposed new fee for building decks over 100 square feet of \$3 per \$1,000 of estimated cost. Minimum of \$50 for larger decks unchanged.	
Electrical Permits & License Fees	Tent, alteration/renovation/addition/repair of commercial building structure, demolition and moving, utility/miscellaneous occupancies, vacant structures registration and residential window replacement permit fees unchanged.	
	Fees for new residential electrical permits and all other electrical work are unchanged. Renewal registration of electrical contractor license fee received after August 1 <sup>st</sup> increased to \$325 from \$300. Initial registration of electrical contractors unchanged. Annual permit fee for organizations having full-time employees for electrical system repair and maintenance increased to \$250 up from \$200 to cover staff time for inspections. Neighboring municipality fees and rounding are a factor.	
Plumbing Permits	No change to \$50 minimum, \$1 increase in per drain fee to \$13, no change in commercial and industrial permit fees at 1% of estimated cost.	
Mechanical Permits	4% proposed increase to 1.3% of the estimated cost of installation. Minimum fee increased to \$65 up from \$60. Fireplace and woodstove increased from \$50 to \$55. Minimum permit fee for installation costs under \$500 unchanged at \$50.	
Plan Review Fees	Commercial Plan review fees increased 4% – 8% based on fees by cubic feet which varies due to rounding. New fee for plan review more than three times of \$250 per review to cover staff time. Plan review fees for additions, remodeling and/or renovation shall be charged on projects exceeding \$15,000 (was \$20,000).	
Exterior storage of construction materials	Exterior storage of construction materials temporary permit increased from \$100 to \$150 to cover staff time.	
Solar Plan Review	This is a new fee for reviewing solar plans. The fee is 0.5% of estimated cost. Solar projects also require a building and electrical permit.	

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Work Without a permit	Minimum work without a permit fee increased to \$250 (was \$150) for building, electrical, plumbing, mechanical and solar review. Fee is double the standard permit fee if higher than the \$250 minimum.	
Re-inspection & after hours inspection fee	New \$100 fee for no show, denied entry or re-inspection due to staff time spent for building, electrical, plumbing, mechanical and solar plan review. New fee for after hour inspections of \$200/minimum and \$100 per additional hour for building, electrical, plumbing, mechanical and solar plan review.	
Fees - Rental Registration	Proposed 4% increase for rental registration fees for mobile home, single family and duplexes. Multi-family unit per building fee unchanged.  Late registration, incomplete registration and re-inspection (no-show/denied entry) fees unchanged. Failure to register fees increased from \$300 to \$350.	\$11,400
Zoning & Development	Propose 4% for plan commission, zoning board of appeal and zoning administrator fees.  Building safety and property maintenance code of appeals and variance review fee increase from \$175 to \$200, plus the cost of recording fees to recover staff time spent. Property maintenance code board of appeals separate fees were removed because they were merged with the building safety code board of appeals fees.  Proposed 4% increase for historical landmark nomination for nominations made without the consent of the owner, design review board review fees, and subdivision development fees for plats, waivers and appeals.	Minimal
Right-of-Way (ROW) Permits	Proposed 4% increase for ROW license, usage license and administrative fee.	Minimal
Erosion Control Permits	Proposed 4% increase for erosion control permits.	
Non-Franchise Utility Maintenance Fee (per lineal foot)	Proposed 4% increase for non-franchise utility maintenance fee.	
Street Tree Planting	This is a new fee for the planting of street trees to be furnished and installed by City of Urbana in accordance with Land Development Code/MOP. The fee is \$500 per tree.	

Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Sewer Use Charge (Sanitary Sewer Fund)	Increase the sewer tax rate by 4% from \$0.1540 to \$0.1602 per 100 gallons (rate as stated by the UCSD). The increase will apply to the billing period beginning January 1, 2024. Annual impact on average single-family residence would be less than \$6 per year for proposed increase.	\$59,000 – annually (\$29,500 for FY24)
Stormwater Utility Fee (Stormwater Utility Fund)	Increase stormwater utility fee for equivalent residential unit (ERU) from \$5.60 per month to \$5.82 per month. ERU refers to the representative amount of impervious area associated with the average single family residential property. This 3.9% increase will apply to the billing period beginning January 1, 2024. The annual impact on an average single-family residence would be less than \$3 per year. The fee will be consistent with the “utility rate model” approved by the City Council in 2012; however, more significant adjustments are projected with the Stormwater Asset Management Plan (SWAMP) that is nearing completion and takes a more holistic look at the life-cycle costs of operating, maintaining, and replacing our stormwater infrastructure.	\$75,000 annually (\$37,500 for FY24)
Recycling Fees (Recycling Fund)	Residential, dormitory, and multi-family recycling fees remain unchanged due to a healthy fund balance.	\$0
Parking Meter Fees & Meter Bagging Reservations (Parking Fund)	Increase the hourly parking meter fee on campus and the hospital district from \$1.00 to \$1.25 based on University of Illinois meter rates. Last City of Urbana increases for campus meters were effective 7/1/11. No change to the downtown meter rates of \$0.50 per hour. Last increases effective for downtown meters was 7/1/18. These fees pays for parking infrastructure and maintenance.  Increase meter bagging fee with a 48-hour notice from \$20 to \$25 per day per meter (campus and hospital districts) and from \$10 to \$11 per day per meter (downtown). Increase meter bagging fee <u>without</u> a 48-hour notice from \$25 to \$30 for the first day per meter (campus and hospital districts) and from \$15 to \$16 for the first day per meter (downtown). The notice requirements increased from 24-hour notice to 48-hour notice. Last meter bag increases were effective 7/1/19 for campus/hospital and 7/1/14 for downtown.	\$232,500
Parking Lot Rentals (Parking Fund)	Proposed 4% increase for downtown parking lot rentals. Proposed 25% increase for campus parking lot and on-street rentals.	\$8,500



Fee Type (General Fund Revenue unless noted)	Comments (proposed fee)	Estimated Annual Increase
Special Parking Permits	Proposed 4% increase for special parking permits.  *At this time, there is no recommendation to increase parking fines or ticket fees which are part of the Urbana local traffic code fine schedule. The last fee increases for these fines were effective 7/1/19.	\$2,300
Fire Department Fees	4% proposed fee increase for Fire Prevention Permits and Non-resident reimbursement of Fire Rescue Services. Added Fire Watch Services to the fee schedule at the same rate as Non-Resident Fire Rescue Services.  Excessive false alarm penalty code section reference was updated to F-401.5.2 with no change in fees. File research property information audit fee and fireworks display fee unchanged.	\$2,800

Some fees based on county or state fees remain unchanged. Examples of these fees include: Urbana enterprise zone fee maximums and application for a sales tax exemption certificate which are based on state law; and animal control fees which are assessed by the County.

For some fees, there was no recommendation to increase them. For example, recycling fees are proposed to remain unchanged due to a healthy fund balance. In addition, food handling licenses, which are collected through the Champaign-Urbana Public Health District, are proposed to remain unchanged to be more competitive with neighboring jurisdictions. Certain building permits were also unchanged including Tent, alteration/renovation/addition/repair of commercial building structures, demolition and moving, utility/miscellaneous occupancies, vacant structures registration and residential window replacement permit fees to be more competitive with neighboring jurisdictions.

New fees being proposed which are summarized from the chart above include: a new fee for the planting of street trees to be furnished and installed by the City of Urbana in accordance with Land Development Code/MOP; a new fee for reviewing solar plans; a new building permit fee differentiating small and large decks; a new fee for plan review more than three times to cover staff time; a new fee for no show, denied entry, re-inspection and after hour inspections due to staff time spent for building, electrical, plumbing, mechanical and solar plan review; and a new fee for Fire Watch services.

Other changes include renumbering sections and language clarification and removal of fees no longer collected. For example, the bicycle permit registration fee was removed because this registration is now available through the University of Illinois.

These changes highlighted above represent the major fee changes or exceptions to the proposed 4% fee increase. All changes to the Schedule of Fees are shown by a strike out of the current fee and notation of the proposed fee. Changes and additions are underlined.

**Fiscal impact:** Revision of the fee schedule allows the City to keep pace with the costs of providing the services related to the fees (inspections, enforcement, administrative costs and stormwater and sewer maintenance.) If these fees are not periodically increased for inflation, the City may be forced to increase property taxes or other revenue sources to compensate. These fee increases, if approved, will generate approximately \$41,300 for the General Operating Fund, \$59,000 for the Sanitary Sewer Fund, \$75,000 for the Stormwater Utility Fund, and \$241,000 for the Parking Fund for a total of approximately \$416,300 annually.

**Alternatives:**

1. Forward the Ordinance and amended fee schedule to the City Council meeting on May 8, 2023, as presented with no changes, for action then.
2. Forward the Ordinance and amended fee schedule to the City Council meeting on May 8, 2023, revising one or more items, for action then.

**Recommendation:** Staff recommends the following:

1. Forward the Ordinance and amended fee schedule to the City Council meeting on May 8, 2023, as presented with no changes, for action then.

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

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

**(July 1, 2023, through June 30, 2024)**

**WHEREAS**, a written copy of the proposed fiscal year 2023 – 2024 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, 2023.

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:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

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

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

**SCHEDULE OF FEES - EFFECTIVE JULY 1, 2023, 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 .....	\$ <del>438</del> <u>144</u> .00
50,001 – 100,000 .....	\$ <del>195</del> <u>203</u> .00
100,001 – 250,000 .....	\$ <del>277</del> <u>288</u> .00
250,001 – 500,000 .....	\$ <del>333</del> <u>346</u> .00
Greater than 500,000.....	\$ <del>415</del> <u>432</u> .00

(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 ~~thirtyfour~~three six dollars (\$~~333~~346.00).
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 ~~three four~~eighty six and one hundred dollars (\$~~386~~401.00).
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 ~~forty two~~sixty dollars (\$~~442~~460.00).
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 ~~four~~ five hundred ~~ninety-seven~~ seventeen dollars (\$~~497~~517.00).

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 ~~fifty-two~~ seventy-four dollars (\$~~552~~574.00).
  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 six hundred ~~sixty-two~~ eighty-eight dollars (\$~~662~~688.00).
  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 ~~seven-eight~~ hundred ~~seventy-three~~ four dollars (\$~~773~~804.00).
  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 nine hundred ~~thirty-eight~~ seventy-six dollars (\$~~938~~976.00).
- (c) An initial late fee of fifty dollars (\$~~50~~52.00) shall be added for the first thirty (30) days and fifty dollars (\$~~50~~52.00) shall be added for every thirty (30) days or portion thereof, that such permit fee remains unpaid.

## 2. Fire Department Fees:

(a)	<u>Excessive False Alarm Penalty:</u> (see Section F- <del>401.5.2907.10.1</del> of the International Fire Code, as amended) .....	\$ 500.00
(b)	<u>File Research Property Information Audit</u> .....	\$ 50.00
(c)	<u>Non-Resident Reimbursement Fire Rescue Service Fees:</u>	
	1. Per apparatus .....	\$ <del>250</del> <u>260</u> .00/hr
	2. Per firefighter .....	\$ <del>70</del> <u>73</u> .00/hr
	3. Minimum fee (1 hour apparatus/staff) .....	\$ <del>250</del> <u>260</u> .00
(d)	<u>Fireworks Display</u> .....	\$ 150.00
(e)	<u>Fire Watch Services</u>	
	1. Per apparatus .....	\$ 260.00/hr
	2. Per firefighter .....	\$ 73.00/hr
	3. Minimum fee (1 hour apparatus/staff) .....	\$ 260.00

### 3. Food Handling Licenses:

(a)	Food Handling Establishment .....	\$ 87.00
(b)	Food Handling Mobile Dispenser .....	\$ 61.00
(c)	Temporary .....	\$ 56.00
(d)	Sidewalk Café Initial, adjacent premises .....	\$ <del>50</del> <u>52</u> .00
(e)	Sidewalk Café Renewal, adjacent premises .....	\$ <del>25</del> <u>26</u> .00

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

(f)	<del>Curbana, adjacent premises .....</del>	<del>\$ 270.00</del>
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### 4. Miscellaneous:

(a)	<u>Vehicles for Hire:</u>	
	1. Driver's License Annual Fee .....	\$ <del>45</del> <u>47</u> .00
	Duplicate License .....	\$ 10.00
	Late Licensing Fee (renewals after October 25 <sup>th</sup> ) .....	\$ <del>25</del> <u>26</u> .00
	2. Business License Annual Fee .....	\$ <del>240</del> <u>250</u> .00
	Duplicate License .....	\$ 10.00
	Late Filing Fee (plus \$10.00 per day after October 25 <sup>th</sup> ) .....	\$ <del>50</del> <u>52</u> .00
	3. Vehicle Registration Fee (per vehicle) .....	\$ <del>75</del> <u>78</u> .00
	Replacement Registration (plate/sticker) .....	\$ <del>45</del> <u>16</u> .00
	Transfer Vehicle Registration .....	\$ <del>45</del> <u>16</u> .00

4. A late filing fee of ~~fifteen~~sixteen dollars (\$~~15~~16.00) 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) .....	\$	<del>200</del> <u>208</u> .00
Pedal Bus Additional Registration Fee (per pedal bus) .....	\$	<del>50</del> <u>52</u> .00
Duplicate License .....	\$	10.00
Late Filing Fee (plus \$10.00 per day after March 25 <sup>th</sup> ) .....	\$	<del>25</del> <u>26</u> .00

(b) Amusement devices:

1. For each amusement device ..... \$ ~~115~~120.00
2. For game rooms ..... \$ ~~1,400~~1,450.00  
(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) ..... \$ ~~150~~156.00
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) ..... \$ ~~25~~26.00
3. Total retail value of all prizes or merchandise to be awarded does not exceed five thousand dollars (\$5,000.00) ..... \$ 10.00

(d) Relocator Registration Fee:

1. Initial ..... \$ ~~55~~57.00
2. Renewal ..... \$ ~~30~~31.00
3. Relocator license renewals not filed by July 1<sup>st</sup> shall be double the current license fee.

(e) Ambulance ..... \$ ~~13,940~~14,500.00

(f) Domestic Partnership:

1. Registration ..... \$ ~~35~~36.00
2. Termination ..... \$ ~~20~~21.00

(g) Returned check charge ..... \$ ~~35~~36.00

(h) Live Scan fingerprinting fee:



1. 1 – 2 prints .....\$ ~~4547~~.00

2. 3 or more prints .....\$ ~~1516~~.00 each

(i) 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.....\$ ~~250260~~.00

b. Six (6) Year Abatement.....\$ ~~600624~~.00

c. Seven (7) Year Abatement .....\$ ~~700728~~.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 .....\$ 12.00

(b) Paid Production Work.....\$ ~~5052~~.00 per hour

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

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

(e) Out-of-State Membership.....\$ ~~400104~~.00

#### 6. Mobile Home Park:

License: Per mobile home site .....\$ ~~3536~~.00

~~7. Bicycle Permit and Transfer .....\$ N/C~~

#### 8.7 Public Works - Permits/Licenses/Fees:

(a) Right-of-Way permit:  
For each location .....\$ ~~8083~~.00

(b) Right-of-way permit administrative fee.....\$ ~~460166~~.00

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

- (d) Right-of-Way usage license per square foot.....\$ ~~0.85~~0.88
- (e) Erosion Control Permits:
1. Class I – Construction on one acre up to five (5) acres ...\$ ~~500~~520.00  
For each additional acre over five (5) acres .....\$ ~~20~~21.00
  2. Class II – Residential 1 – 2 family construction under one (1) acre  
.....\$ ~~100~~104.00  
Commercial, industrial or other construction under one (1) acre  
.....\$ ~~200~~208.00
  3. Work without a permit (double Class II permit fee) .....\$ ~~200~~208.00
- (e) Non-franchise Utility Maintenance Fee (per lineal foot  
of utility within the right-of-way) .....\$ ~~2.08~~16
- (f) Special Event Permits:
1. Application fee with street closures.....\$ ~~250~~260.00
  2. Application fee without street closures.....\$ ~~100~~104.00
- (g) Small Cell Wireless Provider Fees:
1. Single facility collocations on existing poles or wireless support  
structures .....\$ ~~650~~676.00
  2. Multiple facility collocations on existing poles or wireless support  
structures .....\$ ~~350~~364.00
  3. Single facility collocations on new poles or wireless support  
structures .....\$ ~~1,000~~1,040.00
  4. Small wireless facility annual recurring application fee (per facility)  
.....\$ ~~200~~208.00
- (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

**98. 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 .....\$ ~~200~~208.00

(B) To a location inside corporate limits irrespective of its  
origin, \$~~300~~312.00

2. Moving of accessory structures (garages, etc.)  
for each twenty-four (24) hour period or part thereof .....\$ ~~25~~26.00

- (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.

~~409.~~ Subdivision and Development Applications:

(a) Preliminary plats\*::

1. Per lot .....\$ ~~20~~21.00

2. Minimum .....\$ ~~375~~390.00

(b) Final plats\* .....\$ ~~250~~260.00

(c) Combination preliminary/final plat\*:

1. Per lot .....\$ ~~20~~21.00

2. Minimum .....\$ ~~350~~364.00

(d) Minor plat\* .....\$ ~~200~~208.00

(e) Waiver when not part of a subdivision application .....\$ ~~200~~208.00

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

1. Preliminary .....\$ ~~375~~390.00

2. Final .....\$ ~~275~~286.00

(g) Amendment Application\* .....\$ ~~225~~234.00

(h) Appeals .....\$ ~~175~~182.00

(i) Certificate of Exemption .....\$ ~~200~~208.00

\*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. ~~41~~Annual Rental Property Registration Fees\*

- (a) Single Family/Mobile Home – Per Building\$ ~~5557.00~~/2021.00(mobile home)
- (b) Owner Occupied Duplexes .....\$ ~~5557.00~~
- (c) Duplexes – Per Building .....\$ ~~7073.00~~
- (d) Multi-Family (3 + Units) Per Building.....\$ 65.00
- (e) Additional Fee Per Multi-Family Unit.....\$ ~~4617.00~~
- (f) Late Registration\*\*:
  - 1. Single Family/Mobile Home/Duplexes ..... \$25.00 (per month)
  - 2. Multi-Family 3 + Units .....\$ 100.00, plus \$10.00 per unit (per month)
- (g) Incomplete Registration Information\*\* .....\$ 50.00
- (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\*\* .....\$ ~~300~~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.

## 112. Hotel and Motel:

Hotel or motel business license .....\$ ~~160~~166.00

### **(C) SEWER**

Sewer Use Charge: The sewer use charge shall be determined by multiplying the billed water usage per 100 gallons times one thousand ~~five-six~~ hundred and ~~forty-two~~ thousandths of a cent (\$ 0-~~1540.1602~~), 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~~ dollars (\$~~200~~208.00), plus the cost of all legal publications.

- (b) Application for an amendment to the text of the Zoning Ordinance: two hundred ~~eight~~ dollars (~~\$200~~208.00), plus the cost of all legal publications.
- (c) Application for a special use permit\*: two hundred ~~and eight~~ dollars (~~\$200~~208.00), 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 fifty ~~six~~ dollars (~~\$150~~156.00), plus the cost of all legal publications.
- (e) Application for fee simple townhouse, row house and duplex approval\*: one hundred ~~twenty five~~thirty dollars (~~\$125~~130.00).

\*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 ~~seventy-five~~eighty-two dollars (~~\$175~~182.00), plus the cost of legal publications.
- (b) Application for a minor variance\*: one hundred ~~seventy-five~~eighty-two dollars (~~\$175~~182.00), plus the cost of legal publications.
- (c) Appeal to the Board of Zoning Appeals: one hundred ~~seventy-five~~eighty-two dollars (~~\$175~~182.00), plus the cost of legal publications.
- (d) Application for a major variance\*: two hundred ~~eight~~ dollars (~~\$200~~208.00), 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 shall collect the following fees:

- (a) An application for a certificate of occupancy when not applied for and granted in conjunction with a permit: ~~seventy-five~~eighty dollars (~~\$75~~80.00).
- (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred fifty dollars (\$150.00).
- (c) An application for a second temporary certificate of occupancy for 36-65 days of occupancy: two hundred ~~fifty~~seventy-five dollars (~~\$250~~275.00).
- (d) An application for a third temporary certificate of occupancy for 66-90 days of occupancy: five hundred ~~twenty-five~~ dollars (~~\$500~~525.00).

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 temporary certificate of occupancy issued under this exception shall have a fee of ~~fifty-sixty~~ dollars (\$~~5060~~.00) without a renewal option.

- (e) Certificate for a home occupation .....\$ ~~7578~~.00
- (f) Certificate of occupancy for mobile homes: One hundred five dollars (\$~~100105~~.00) per relocated mobile home.
- (g) Application for a sign permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of thirty five dollars (\$~~3035~~.00):
1. Temporary Sign Permit .....\$ ~~3031~~.00
  2. Grand Opening Temporary Sign Permit ..... N/C
- (h) Telecommunications Zoning Review ..... \$ ~~175182~~.00
- (i) Zoning Verification Letters ..... \$ ~~150156~~.00
4. The designated secretaries shall collect the following fees to the following appeals boards and commissions:
- (a) Building Safety Code Board of Appeals:
1. Appeal .....\$ ~~175200~~.00
  2. Variance .....\$ ~~175200~~.00
- ~~(b) Property Maintenance Code Board of Appeals:~~
- ~~1. Appeal .....\$ 175.00~~
  - ~~2. Variance\* .....\$ 175.00~~
- \*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) ...\$ ~~200208~~.00
  4. Certificate of Appropriateness ..... N/C
  5. Certificate of Economic Hardship ..... N/C
- ~~(dc)~~ Design Review Board – Review\* .....\$ ~~175182~~.00
- Administrative Review .....\$ ~~7578~~.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 .....	\$ 345350.00
2,501 to 3,499 square feet.....	\$ 400425.00
3,500 square feet and above .....	\$ 435500.00

- (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.....	\$ 375400.00
2,501 to 3,499 square feet .....	\$ 425475.00
3,500 square feet and above .....	\$ 450600.00

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 ~~fifty~~ seventy-five dollars (~~\$150~~175.00).
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 dollars (\$50.00), except for the following:
  - (a) Decks – Over 100 square feet .. \$ ~~50.00~~(\$3.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty dollars (\$50.00)
  - Decks – 100 square feet and under ..... ~~N/C~~\$ 25.00
  - (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 dollars (\$50.00).  
 Utility Buildings (sheds) – 120 square feet or less with no permanent foundation ..... \$ 25.00
  - (c) Fences ..... \$ ~~25~~30.00
  - (d) Replacement of existing windows for single-family and duplex..... \$ 35.00
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 dollars (\$50.00), 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 ~~two-three~~ 23 dollars (~~\$23~~23.00) per one thousand dollars (\$1,000.00) of the estimated cost, with a fifty dollars (\$50.00) 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 dollars (\$150.00). The permit fee for the demolition of an accessory or temporary structure under eight hundred (800) square feet shall be fifty dollars (\$50.00), 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 ..... \$ 250.00
  - (b) Each Subsequent six (6) month period ..... \$ 500.00



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 dollars (\$50.00).
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 ~~one-two~~ hundred fifty dollars (\$~~150~~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 .....	\$ <del>150</del> <u>160</u> .00
10,001- 20,000 .....	\$ <del>200</del> <u>210</u> .00
20,001- 40,000 .....	\$ <del>250</del> <u>260</u> .00
40,001- 60,000 .....	\$ <del>300</del> <u>325</u> .00
60,001- 80,000 .....	\$ <del>350</del> <u>375</u> .00
80,001- 100,000 .....	\$ <del>400</del> <u>425</u> .00
100,000-150,000 .....	\$ <del>450</del> <u>475</u> .00
150,001-200,000 .....	\$ <del>500</del> <u>525</u> .00
Over 200,000 .....	\$ <del>500</del> <u>525</u> .00, 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 ~~twenty~~twenty-five thousand dollars

(\$~~20,000~~15,000.00) at the rate of 0.006 times the cost of the project. Plan review for additions, remodeling and/or renovation of I-2 Hospital projects exceeding ~~twenty~~ fifteen thousand dollars (\$~~20,000~~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. 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 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 ~~fifty~~ seventy-five dollars (\$~~150~~175.00). This fee shall be in addition to other plan review fees.
13. Exterior storage of construction materials temporary permit .....\$ ~~100~~150.00
14. Re-inspection (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 .....\$ 50.00
- (b) Temporary service .....\$ 50.00
- (c) Work without a permit: Double the permit fee or ~~one~~ two hundred fifty dollars (\$~~150~~250.00), whichever is greater.
- (d) Annual Permit fee .....\$ ~~200~~250.00
- (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 dollars (\$75.00). Fees for new two-family and multi-family dwelling units shall be calculated as follows: seventy-five dollars (\$75.00) 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 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 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 dollars (\$175.00). 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 dollars (\$125.00).
- (b) Renewal registration fees received or post marked after August 1st of the fiscal year shall be three hundred twenty-five dollars (~~\$300~~325.00).
- (c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be one hundred ~~seventy-five~~eighty dollars (~~\$175~~180.00).

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

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

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

**(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.....	\$ 4213.00
(b)	Urinal .....	\$ 4213.00
(c)	Lavatory .....	\$ 4213.00
(d)	Shower/bath tub .....	\$ 4213.00
(e)	Kitchen sink .....	\$ 4213.00
(f)	Utility/service sink .....	\$ 4213.00
(g)	Laundry sink .....	\$ 4213.00
(h)	Bar/beverage sink.....	\$ 4213.00
(i)	Floor sink/receptor.....	\$ 4213.00
(j)	Restaurant/culinary sink .....	\$ 4213.00
(k)	Clinical sink.....	\$ 4213.00
(l)	Dishwasher.....	\$ 4213.00
(m)	Garbage disposal .....	\$ 4213.00
(n)	Waste interceptor/separator .....	\$ 4213.00
(o)	Floor drain.....	\$ 4213.00
(p)	Hub/stand-pipe drain .....	\$ 4213.00
(q)	Drinking fountain.....	\$ 4213.00
(r)	Clothes washer.....	\$ 4213.00

(s)	Sewage ejector.....	\$ 4213.00	Item F2.
(t)	Storm drain/sump pump.....	\$ 4213.00	
(u)	Sanitary sewer/septic tank .....	\$ 4213.00	
(v)	Water service.....	\$ 4213.00	
(w)	Water heating equipment/vessel (as defined in plumbing ordinance)	\$ 4213.00	
(x)	LTD area sprinkler (as defined in mechanical ordinance) (Two (2) sprinklers or fraction thereof equal one fixture).....	\$ 4213.00	
(y)	Equipment supply/backflow preventer .....	\$ 4213.00	
(z)	Special fixture/device/piping (other than listed above and as determined by plumbing official).....	\$ 4213.00	

3. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty dollars (\$50.00).
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 ~~one-two~~ hundred fifty dollars (\$~~150~~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 (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 ~~a-quarter-thirty hundredths of a~~ percent (1.~~25~~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 (\$~~60~~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 (\$50.55.00) 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 dollar (\$50.00) 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 one-two hundred fifty dollars (\$150.250.00), whichever is greater and the work shall comply with all applicable codes.
8. Re-inspection (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 ..... \$ ~~3,660~~3,806.00
2. Hauler Business License ..... \$ ~~355~~370.00
3. Vehicle Sticker..... \$ ~~480~~187.00
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) Annual Permit:  
If purchased between August 1 and October 31 .....\$ ~~460~~165.00  
If purchased between November 1 and December 31 .....\$ ~~420~~125.00
- (b) Spring Permit:  
If purchased between January 1 and May 14 .....\$ ~~400~~105.00
- (c) Summer Permit:  
If purchased between May 15 and July 31 .....\$ ~~404~~2.00
- (d) Temporary permits valid for one (1) day .....\$ 3.~~50~~25
- (e) Temporary permits valid for three (3) consecutive days.....\$ 8.~~25~~00
- (f) Service Vehicle Permit .....\$ ~~303~~1.00
- (h) Permit Transfer Fee.....\$ 5.00

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 .....\$ ~~420~~125.00
- (b) If returned between November 1 and January 31 .....\$ ~~808~~3.00
- (c) If returned between February 1 and April 30 .....\$ ~~404~~2.00
- (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 fifty cents (\$3.~~50~~25) 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~~00) 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.~~2500~~) 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.~~2500~~) 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~~-two~~ dollars (~~\$40~~42.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days a week.
  - 2. Thirty~~-one~~ dollars (~~\$30~~31.00) per month for spaces rented between the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday.
  - 3. Sixty~~-two~~ dollars (~~\$60~~62.00) 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 and fourtwenty-five dollars (~~\$100~~104125.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days, per week.
  - 2. ~~Forty-five~~Fifty-sixseven dollars (~~\$45~~4756.00) 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 ~~ten-fourteen~~ dollars (\$~~140~~114.00) per month for spaces on the ground floor (Deck, Reserved Permit); and
  2. Fifty-~~two~~ dollars (\$~~50~~52.00) 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 five dollars (\$2025.00) per meter per day – with a ~~twenty-four~~forty-eight (2448) hour notice (campus and hospital).
  2. ~~Twenty-five~~Thirty dollars (\$2530.00) per meter for the first day and ~~nineteen~~twenty-five dollars (\$1925.00) per meter for each additional day with less than ~~twenty-four~~forty-eight (2448) hours' notice (campus and hospital).
  3. ~~Ten~~Eleven dollars (\$1011.00) per meter per day – with a ~~twenty-four~~forty-eight (2448) hour notice (downtown).
  4. ~~Fifteen~~Sixteen dollars (\$1516.00) per meter for the first day and ~~ten~~eleven dollars (\$1011.00) per meter for each additional day with less than ~~twenty-four~~forty-eight (2448) 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 ..... \$ ~~30~~31.00
2. Relocator tow ..... \$ ~~30~~31.00
3. Immobilization Release Fee ..... \$ ~~50~~52.00
4. Vehicle Impoundment Fee ..... \$ ~~250~~260.00

**(O) RESERVED**

**(P) STORMWATER UTILITY**

| Equivalent Residential Unit (ERU).....~~\$ 5:~~\$ 5.82 60 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 LIQUOR LICENSE CLASSIFICATIONS AND FEES**  
**EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~**

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.	\$4,000  \$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.	\$1,000	
<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.	\$1,500	
<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.	<del>\$250</del> 500	
<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 ~~AUGUST~~ JULY 1, 2023~~0~~**

Item F2.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
<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.	\$5,000	<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 <del>56</del> )	
<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.	\$4,000	<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.	\$1,500	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES**  
**EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~**

Item F2.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS MB-2</b> (MICRO-BREWERY)	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.	\$3,000	<i>Catering, outdoor café, pick-up and delivery, video gaming</i>
<b>CLASS N</b> (RETIREMENT COMMUNITY)	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.	\$3,000	
<b>CLASS P</b> (PACKAGE RETAILER'S OFF-PREMISES CONSUMPTION)	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.	\$3,750	<i>Grocery café, and pick-up and delivery</i>
<b>CLASS PB</b> (PEDAL BUS)	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.	\$500	
<b>CLASS R&amp;T-1</b> (RESTAURANT & TAVERN)	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.	\$3,500	<i>Catering, outdoor café, package, and video gaming</i>

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES**  
**EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~30~~**

Item F2.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
<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.	\$2,500	<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.	<del>\$100</del> 90	
<b>CLASS TEMP-N</b>	Temporary licenses for non-liquor licensees.	<del>\$125</del> 90	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND FEES**  
**EFFECTIVE ~~AUGUST~~ JULY 1, 2023~~0~~**

Item F2.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
<b>CLASS INC</b> (INCUBATOR)	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 ~~AUGUST~~ JULY 1, 2023~~0~~**

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 ~~AUGUST~~ JULY 1, 2023~~0~~**

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 ~~AUGUST~~ JULY 1, 2023~~0~~**

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 ~~AUGUST~~ JULY 1, 2023~~0~~**

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 ~~AUGUST~~ JULY 1, 2023**

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>	<del>\$500</del> 225
<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



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

### m e m o r a n d u m

**TO:** Mayor Diane Wolfe Marlin and City Council Members

**FROM:** Sheila Dodd, Interim Community Development Services Director  
 Marcus Ricci, AICP, Planner II

**DATE:** March 30, 2023

**SUBJECT:** **AN ORDINANCE AMENDING THE URBANA ZONING MAP** (R-3/B-1 to B-2 at 714 East University Avenue / Plan Case No. 2470-M-23)

### Introduction & Background

Sharon Shaffer requests to rezone 714 East University Avenue from its current split-zoning of R-3, Single and Two-Family Residential/B-1, Neighborhood Business. The property has been the location of Shaffer's Sanitary waste hauling service for over 60 years. The current use is legally nonconforming within the current zoning designations. Ms. Shaffer's initial request was to rezone the entire property B-3, General Business; this has been amended to rezone the entire property to B-2, Neighborhood Business – Arterial.

At its March 9, 2023, meeting, the Plan Commission held a public hearing on this case. One member of the public spoke regarding the case. Staff recommended rezoning the property to B-2, Neighborhood Business – Arterial, as it would more closely align with the Comprehensive Plan's future land use designation for this area as "Residential." The B-2 zoning district would permit additional business uses on the lot, including a proposed auto detailing use. **The Plan Commission voted unanimously, with five ayes and zero nays, to recommend that City Council approve rezoning this property to B-2, Neighborhood Business – Arterial.** Staff concur and request that this case be placed on the City Council Consent Agenda.

### Description of Site and Area

The site is approximately 14,700 square feet and is located at the northwest corner of East University Avenue and Ash Street. The west half of the property is zoned R-3, Single and Two-Family Residential, and was the site of a single-family house until 1973 when it was demolished. The east half is zoned B-1, Neighborhood Business, and has been the location of Shaffer's Sanitary waste hauling service since the 1950s. The adjacent properties on the north side of University Avenue are zoned R-3 and the property across University Avenue to the south is zoned IN-1, Light Industrial. Nearby properties are zoned R-3; B-3; IN-2, Heavy Industrial; and CRE, Conservation-Recreation-Education. Table 1 below identifies the current zoning and the existing and future land uses of the site and surrounding properties (see Exhibits A, B, and C).

### Discussion

The applicant plans to move the waste hauling business and wants to have a family member relocate their existing auto detailing business to the site (Exhibit D – Application). Auto detailing is not listed in the Table of Uses of the Urbana Zoning Ordinance. The Zoning Administrator has determined

that this use would be most similar to a Personal Service such as “Dry Cleaning” or “Pet Care/Grooming” (see Exhibit E – Table V-1. Table of Uses, Excerpt of R-3, B-1, B-2, and B-3 Districts).

Table 1. Zoning and Land Use

Location	Zoning	Existing Land Use	Future Land Use
<b>Site</b>	R-3, One- and Two-Family Residential & B-1, Neighborhood Business	Waste Hauler (Shaffer’s Sanitary)	Residential
<b>North</b>	R-3, One- and Two-Family Residential; then CRE, Conservation-Recreation-Education	Single and Two-Family Residential; then Sanitary Treatment Plant and Military Armory; then Park	Residential; then Institutional
<b>South</b>	IN-1, Light Industrial; then IN-2, Heavy Industrial and B-3, General Business	Mass Transit Administration and Operations Complex; then Asphalt Plant and various Commercial uses	Industrial
<b>East</b>	R-3, One- and Two-Family Residential; then CRE, Conservation-Recreation-Education	Single and Two-Family Residential; then Park	Residential; then Parks
<b>West</b>	R-3, One- and Two-Family Residential; then CRE, Conservation-Recreation-Education	Single and Two-Family Residential; then Military Armory	Residential; then Institutional

The property was originally two lots, each containing a house. According to the applicant, her family started the waste hauling service on the east lot (712 East University Avenue) in the 1950s. In 1961, Russ Shaffer requested a rezoning of the land to industrial, but was denied.<sup>1</sup> Mr. Shaffer replatted the two lots into a single lot in 1961 and built the garage now on the site. The east half of the lot was later rezoned to B-1, Neighborhood Business, with the new designation first appearing on the 1970 Urbana Zoning Map. The 1985 Certificate of Occupancy lists the use as “Illini Sanitary (garage and office) (legally non-conforming use)” (see Exhibit F – Certificate of Occupancy). This status prohibits expansion of the buildings or a change to any other use not permitted in the B-1 (east half) or R-3 (west half) zoning districts.

Rezoning the entire lot to the recommended B-2 zoning district would allow an auto detailing use on the entire property, as well as many other commercial uses. It would not bring the existing use into legal conformity because a Towing Service – the most-similar use to a Waste Hauler – is not permitted in the B-2 zoning district. The 2005 Comprehensive Plan designates this area for future “Residential” use, with that definition; including “compatible uses such as duplexes, town homes, civic uses, institutional uses, and parks where zoning is appropriate” (see Exhibit C). While the primary use promoted in this designation are residences, the accompanying figure shows a commercial use along the periphery of the residential area, indicating that neighborhood businesses are compatible with the “Residential” designation, and that the inclusion of a neighborhood business in a residential area is not out of sync with the Comprehensive Plan.

<sup>1</sup> Plan Commission meeting minutes of September 11, 1961, and November 27, 1961.

### Residential (Urban Pattern)

Residential areas contain primarily single-family residential housing but may also include a variety of compatible land uses such as duplexes, town homes, civic uses, institutional uses, and parks where zoning is appropriate. Residential areas can have different physical patterns of development.

### Urban Pattern of Development

A pattern of development that is typically found in older, established neighborhoods. Includes a grid network of streets with, in some cases, vehicular access from rear alleys. Streets may be narrow in order to slow down traffic and favor the pedestrian. The urban pattern also contains a well-connected sidewalk system that encourages walking and provides convenient pedestrian access to nearby business centers. May include smaller lots where homes face the street and the presence of garages along the street is minimized. [Note the single red “Commercial” use in the figure.]



Local Examples: West Urbana, “Historic East Urbana,” King Park Neighborhood

Figure 1. 2005 Urbana Comprehensive Plan.

Since the site is in a residential neighborhood and along a major arterial, it would be appropriate to rezone the entire lot to B-2, Neighborhood Business – Arterial. This zoning would allow auto detailing and other lower-intensity businesses, while higher-intensity uses that may not be suitable for the neighborhood would be either prohibited or allowed with additional zoning permitting required (see Exhibit E – Table of Uses Excerpt, and Exhibit H – Zoning Description Sheets).

## **Rezoning Criteria**

In the case of *La Salle National Bank v. County of Cook*, the Illinois Supreme Court developed a list of factors that are paramount in evaluating the legal validity of a zoning classification for a particular property. In addition to the six La Salle Criteria, the court developed two more factors in the case of *Sinclair Pipe Line Co. v. Village of Richton Park*. Together, all eight factors are discussed below to compare the current zoning to the recommended zoning.

### *1. The existing land uses and zoning of the nearby property.*

Many of the uses in the recommended B-2 zoning district would be compatible with the existing land uses and zoning of the nearby property (see Exhibits A, B, E, and H). The existing waste hauler service has been operating on the site for over 60 years; the applicant stated they have not received complaints about the business’ operations. Although the property is bounded on three sides by single- and two-family residential, the CU Mass Transit District complex and Emulsicoat are across University Avenue, and the Urbana-Champaign Sanitary District complex and the Illinois National Guard complex are both less than 500 feet away. This should weigh in favor of the recommended rezoning to B-2.

### *2. The extent to which property values are diminished by the restrictions of the ordinance.*

Both the R-3 and B-1 zoning designations greatly restrict the number of permitted uses on the property, and the fact that each zoning designation applies to only half of the property compounds that restriction: while the R-3 district allows a single- or two-family house on the west half of the lot, the B-1 district requires a conditional use permit for the same use on the east half of the lot. Conversely, the B-1 district allows a garden shop or a bakery, while the R-3 district prohibits almost

all business uses. The current split-zoning prohibits any expansion or rebuilding of the current legally nonconforming waste hauler service building, should it be significantly damaged.<sup>2</sup> All of these restrictions reduce the value of the property. As the current values of adjacent properties already reflect the presence of the waste hauler service – since it has been there for 60 years – rezoning the property to a district that would allow other business uses would likely not result in substantial reductions in neighboring property values. This should weigh neutrally or in favor of the recommended rezoning to B-2.

3. *The extent to which the ordinance promotes the health, safety, morals, or general welfare of the public.*

The legally nonconforming status of the existing waste hauler service would allow it to continue indefinitely. The recommended B-2 zoning district would allow the property owners to convert that use to something that may bring more beneficial goods or services to the neighborhood and community in general, such as an auto detailing service or other business that could be sustained on this small parcel. This should weigh neutrally or in favor of the recommended rezoning to B-2.

4. *The relative gain to the public as compared to the hardship imposed on the individual property owner.*

The public would likely benefit from many of the uses allowed by the recommended rezoning to B-2. On the other hand, the property owner would suffer a significant hardship if they were not able to replace or make substantial repairs to the legally nonconforming business they have operated for over 60 years. They would also face a significant hardship when selling the property, as the current R-1/B-3 split-zoning does not make the property attractive to future owners. This should weigh in favor of the recommended rezoning to B-2.

5. *The suitability of the subject property for the zoned purposes.*

The property would be suitable for many of the uses in the recommended B-2 zoning district. Some uses would require a conditional or special use permit, which would allow oversight of the operations by the Urbana Zoning Board of Appeals or Plan Commission. The property has hosted a waste hauler service for over 60 years – a special use in the higher-intensity B-3 zoning district – and would likely be able to host less-intensive B-2 uses without negatively affecting the neighborhood. This should weigh neutrally or in favor of the recommended rezoning to B-2.

6. *The length of time the property has been vacant as zoned, considered in the context of land development, in the area, in the vicinity of the subject property.*

The property is not vacant. If the recommended rezoning is not granted, the existing waste hauler service could operate indefinitely until the building needs more than minor repairs. After that time, the use would have to change to one permitted by the current R-3 and B-1 zoning districts, or the property would become vacant. Granting the recommended rezoning would increase the number of uses allowed on the property, and could reduce the potential for vacancy in the future. This should weigh neutrally or in favor of the recommended rezoning to B-2.

7. *The community's need for more of the proposed use.*

The applicant requests a rezoning to allow for an auto detailing service. There are similar uses in the region but not within the immediate vicinity, indicating a potential market. East University Avenue is a mix of residential, commercial, and industrial uses, so it may be a good location for the proposed use. It is unclear if there is a need for more of the types of uses that would be allowed if

<sup>2</sup> Article X. Nonconformities, Urbana Zoning Ordinance.



the rezoning were granted. However, the recommended rezoning to B-2 would allow for commercial uses in general. This should weigh in favor of the recommended rezoning to B-2.

8. *The care with which the community has planned its land use development.*

In the 2005 Comprehensive Plan, the properties are identified as part of the “Residential” Future Land Use designation that encompasses the entire neighborhood. Although the property has been the site of a waste hauler service for over 60 years – pre-dating the Comprehensive Plan, and clearly a non-residential use – the recommended rezoning to B-2, Neighborhood Business – Arterial, does not align with the primary use of the Residential designation. However, the Plan does show a peripheral commercial use in its example of the Residential future land use. This should weigh neutrally relative to the recommended rezoning to B-2.

Overall, the request meets the criteria for the recommended zoning map amendment to B-2: three criteria weigh in favor of the request, four criteria weigh in favor or are neutral; one criterion weigh neutrally or against the recommended rezoning.

## Public Input

Staff published a legal ad in *The News-Gazette* to notify the public of the request and public hearing 15 days prior to the Plan Commission meeting. Staff also sent letters to 37 neighboring property owners (within 250 feet of the property), notifying them of the request, and posted a public hearing sign on the property. We received one email from a resident one block from the property that expressed support for the requested zoning map amendment to B-3, General Business. One neighbor spoke at Plan Commission, as detailed below.

## Plan Commission

The Plan Commission discussed the original request to rezone to B-3 and the staff-recommended rezoning to B-2 at its March 9, 2023, meeting (Exhibit F – Plan Commission Meeting Minutes – DRAFT). The applicant stated that she would accept the Plan Commission’s recommended alternative rezoning to B-2, Neighborhood Business – Arterial, as it would allow the desired auto detailing use.

One neighbor expressed concerns about trash and wildlife that they said are attracted by the existing waste hauling service. The neighbor said they did not think that the area needed more business along University Avenue, but also said they were in favor of the recommended rezoning to B-2 that would allow other uses instead of the waste hauling service. The Commission voted unanimously, with five ayes and zero nays, to recommend that City Council approve the recommended rezoning to B-2, Neighborhood Business – Arterial.

## Summary of Findings

1. Sharon Shaffer requests a rezoning of 714 East University Avenue from its current split-zoning of R-3, Single and Two-Family Residential, and B-1, Neighborhood Business, to the recommended zoning of B-2, Neighborhood Business – Arterial.
2. The compatibility of the recommended rezoning with the “Residential” Future Land Use designation along this major arterial by the Urbana Comprehensive Plan is unclear.
3. The recommended rezoning is compatible with the industrial zoning districts to the south and CRE district to the far north and west, and should be generally compatible with the residential zoning district to the immediate north, east, and west.

4. If the property is rezoned, the public could be positively or negatively affected, depending on the compatibility of the future use with the residential character of the neighborhood.
5. The property is currently the site of a long-established waste hauler service. Granting the requested rezoning could reduce the length of a future vacancy.
6. It is unclear if there is a need for more of the types of uses that would be allowed if the rezoning were granted. However, the recommended zoning would allow for commercial uses in general, which aligns with some of the existing land uses and zoning in the surrounding area.
7. At the March 9, 2023, meeting, the Urbana Plan Commission held a public hearing and voted unanimously, with five ayes and zero nays, to forward the case to the City Council with a recommendation to approve the zoning map amendment to B-2, Neighborhood Business - Arterial.

## Options

City Council has the following options in **Plan Case 2470-M-23**:

1. **Approve** the zoning map amendment to B-2, Neighborhood Business – Arterial, based on the findings in this memo and place the request on the City Council Consent Agenda; or
2. **Deny** the zoning map amendment, and if so, articulate findings supporting the denial.

## Recommendation

At its March 9, 2023, meeting, the Urbana Plan Commission voted five ayes to zero nays to forward this case to Urbana City Council with a recommendation to APPROVE the request. City staff likewise recommend approval.

Attachments: Exhibit A: Location Map  
 Exhibit B: Zoning Map  
 Exhibit C: Future Land Use Map  
 Exhibit D: Application and Addendum for Zoning Map Amendment  
 Exhibit E: Table V-1. Table of Uses, Excerpt of R-3, B-1, B-2, and B-3 Districts  
 Exhibit F: Certificate of Occupancy (1985)  
 Exhibit G: Site Photos  
 Exhibit H: Zoning Description Sheets: B-2  
 Exhibit I: Plan Commission Meeting Minutes – DRAFT (dated March 9, 2023)

cc: Sharon Shaffer, Applicant

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

## AN ORDINANCE AMENDING THE URBANA ZONING MAP

(714 East University Avenue / Plan Case No. 2470-M-23)

**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**, Sharon Shaffer has requested a rezoning from the R-3, Single and Two-Family Residential, and B-1, Neighborhood Business, zoning districts to the B-3, General Business, zoning district at 714 East University Avenue; and

**WHEREAS**, after due publication, the Urbana Plan Commission held a public hearing on March 9, 2023, and voted with five (5) ayes and zero (0) nays to forward Plan Case 2470-M-23 to the Urbana City Council with a recommendation to approve a rezoning to the B-2, Neighborhood Business – Arterial zoning district; and

**WHEREAS**, the City Council finds that the requested rezoning is consistent with the criteria contained in *La Salle Nat. Bank of Chicago v. Cook County*, 12 Ill. 2d 40, 145 N.E.2d 65 (1957) and *Sinclair Pipe Line Co. v. Village of Richton Park*, 19 Ill.2d 370 (1960); and

**WHEREAS**, the City Council, after due consideration, finds that an amendment to the Urbana Zoning Map as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

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

**Section 1.**

The Official Zoning Map of Urbana, Illinois, is herewith and hereby amended to change the zoning classification from the R-3, Single and Two-Family Residential, and B-1, Neighborhood Business, zoning districts to the B-2, Neighborhood Business – Arterial, zoning district, for the property more particularly described as follows:

Lot 1 and Lot 2 of William F. Tipton Replat, as per Plat Recorded June 28, 1948 as Document Number 429170, per Plat Book “H”, Page 12, Situated in Champaign County, Illinois.

Commonly known as 714 East University Avenue, Urbana, Illinois 61802  
P.I.N.: 91-21-09-303-012

**Section 2.**

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

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

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2023.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2023.

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



Exhibit A - Location & Land Use


Item F3.




 SUBJECT PROPERTY

Parcel - Activity      0   100   200   300   400 ft

 Residential      

 Shopping, business, or trade

 Industrial, manufacturing, and waste-related

 Social, institutional, or infrastructure-related

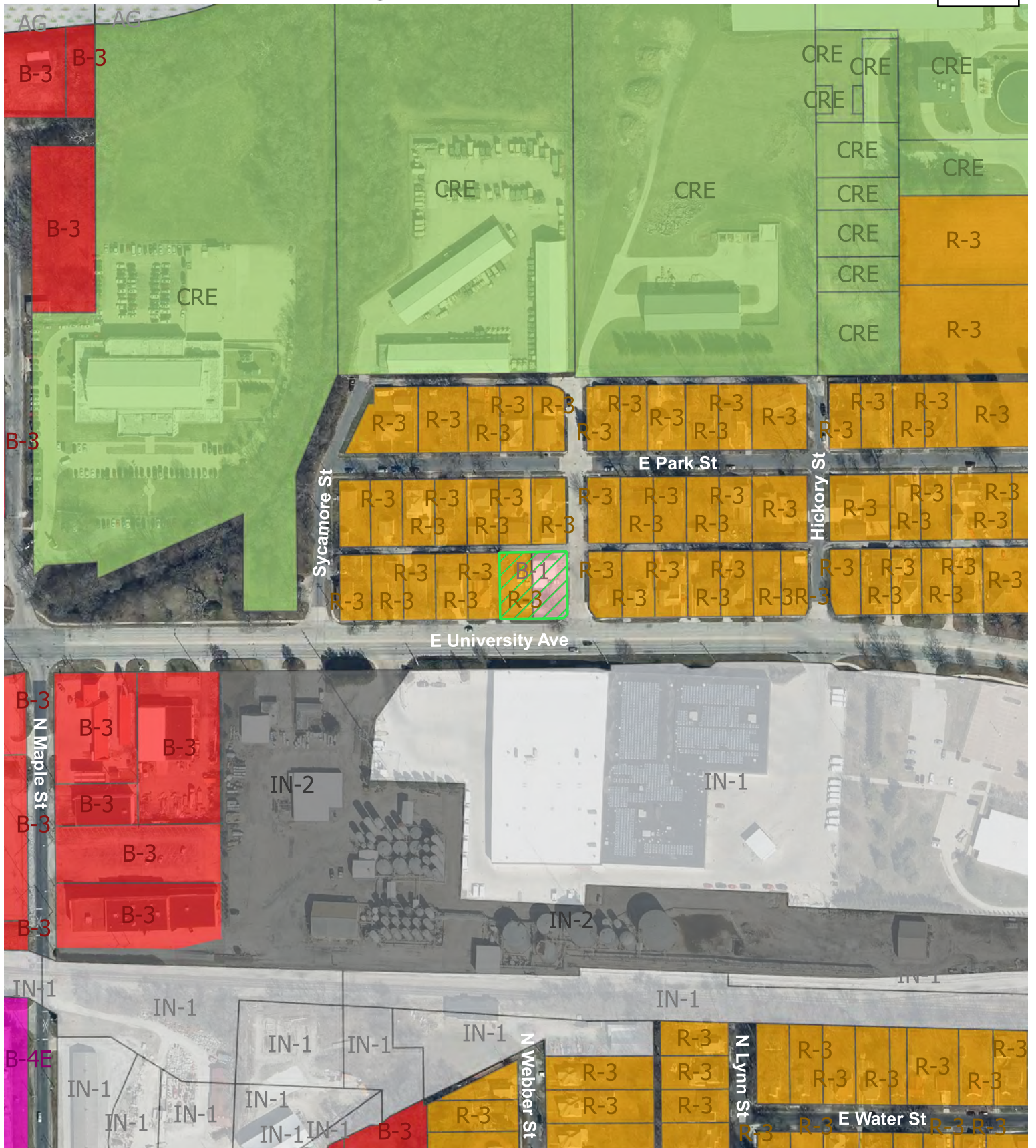


Case: 2470-M-23  
Subject: Rezoning - R-3/B-1 to B-3  
Location: 714 East University Avenue  
Applicant: Sharon Shaffer




# Exhibit B - Current Zoning

Item F3.



Case: 2470-M-23  
 Subject: Rezoning - R-3/B-1 to B-3  
 Location: 714 East University Avenue  
 Applicant: Sharon Shaffer

## Legend

 SUBJECT PROPERTY  
 0 100 200 300 400 ft

 B-1	 IN-1
 B-3	 R-3
 CRE	



Exhibit C - Future Land Use

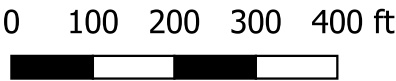
Item F3.



Case: 2470-M-23  
Subject: Rezoning - R-3/B-1 to B-3  
Location: 714 East University Avenue  
Applicant: Sharon Shaffer

Legend

 SUBJECT PROPERTY





# Exhibit D - Application

Item F3.



## Application for Zoning Map Amendment

## PLAN COMMISSION

The application fee must accompany the application when submitted for processing. Please refer to the City's website at <http://www.urbanailinois.us/fees> for the current fee associated with this application. **The Applicant is also responsible for paying the cost of legal publication fees.** Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

### DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Request Filed 02-07-2023 Plan Case No. 2470-M-23  
Fee Paid - Check No. 543 Amount \$200.00 Date 02-07-2023

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

#### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): SHARON SHAFFER Phone: 217-493-0080  
Address (street/city/state/zip code): 1111 PHILLO RD. URBANA, ILL. 61801  
Email Address: SASHAFF209@AOL.COM  
Property interest of Applicant(s) (Owner, Contract Buyer, etc.): OWNER

#### 2. OWNER INFORMATION

Name of Owner(s): SHARON SHAFFER Phone: 217-493-0080  
Address (street/city/state/zip code): 1111 PHILLO RD. URBANA, ILL. 61801  
Email Address: SASHAFF209@AOL.COM  
Is this property owned by a Land Trust? ☐ Yes ☒ No  
If yes, please attach a list of all individuals holding an interest in said Trust.

#### 3. PROPERTY INFORMATION (RE SHAFFER REPLAT)

Address/Location of Subject Site: 712+714 E. UNIVERSITY AVE. URBANA, ILL. 61802  
PIN # of Location: 91-21-303-012  
Lot Size: 119.91 + 119.50  
Current Zoning Designation: B1  
Proposed Zoning Designation: B3  
Current Land Use (vacant, residence, grocery, factory, etc): GARBAGE CO. SHAFFER SANITARY  
Proposed Land Use: CAR DETAIL SHOP  
Present Comprehensive Plan Designation:



# Exhibit D - Application

Item F3.

How does this request conform to the Comprehensive Plan?

Legal Description *(If additional space is needed, please submit on separate sheet of paper):*

## 4. CONSULTANT INFORMATION

**Name of Architect(s):**

Phone:

Address *(street/city/state/zip code):*

Email Address:

**Name of Engineers(s):**

Phone:

Address *(street/city/state/zip code):*

Email Address:

**Name of Surveyor(s):**

Phone:

Address *(street/city/state/zip code):*

Email Address:

**Name of Professional Site Planner(s):**

Phone:

Address *(street/city/state/zip code):*

Email Address:

**Name of Attorney(s):**

Phone:

Address *(street/city/state/zip code):*

Email Address:

## 5. REASONS FOR MAP AMENDMENT:

What error in the existing Zoning Map would be corrected by the Proposed Amendment?

12-714 E UNIVERSITY WAS REPIATED TO RE SHAFFER'S QP141  
HOW DID IT GET DELETED AGAIN

What changed or changing conditions warrant the approval of this Map Amendment?

## Exhibit D - Application

Item F3.

Explain why the subject property is suitable for the proposed zoning.

WE HAVE OPERATED A GARBAGE CO. AT THIS LOCATION FOR 65 YEARS. WE HAVE HAD LITTLE OR NO COMPLAINTS. IT IS ALSO OUR SOURCE OF INCOME. A DETAIL SHOP WOULD NOT BE A NEGATIVE AFFECT ON THIS AREA.

What other circumstances justify the zoning map amendment I THINK CHANGING FROM A GARBAGE CO. TO A DETAIL SHOP ON THIS LOT WITH A NEW ZONING WOULD BE A POSITIVE MOVE FOR THIS LOCATION.

Time schedule for development (if applicable)

2 TO 3 MONTHS OR MORE FOR IMPROVEMENTS

Additional exhibits submitted by the petitioner.

**NOTE:** If additional space is needed to accurately answer any question, please attach extra pages to the application.

**By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.**

### CERTIFICATION BY THE APPLICANT

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.

Sharon Shaffer  
Applicant's Signature

2/7/23  
Date

### PLEASE RETURN THIS FORM ONCE COMPLETED TO:

City of Urbana  
Community Development Department Services  
Planning Division  
400 South Vine Street, Urbana, IL 61801  
Phone: (217) 384-2440  
Fax: (217) 384-2367

## Exhibit D - Application Addendum

Item F3.

March 2, 2023

Sharon Shaffer  
1111 Philo Road  
Urbana IL, 61801

TO;  
City of Urbana Zoning Commission  
Marcus Ricci, Planner 2

RE: 714 E University Avenue, Urbana IL (Tax ID # 91-21-09-303-012)

Mr. Ricci,

I am giving my permission for you to share this letter and any previous correspondence/documentation that I have sent to you to other council zoning members.

We originally wrote you regarding our concerns on February 20, 2023. Our family has owned this property since 1950 operating as Shaffer Sanitary on this lot (there was only one 5-year period that we rented the lot which was approved by your council (see certificate of occupancy).

We previously communicated that the garbage business is re-locating to another location (North Route 45). What we could not share until March 1<sup>st</sup> is that our son, Russell Shaffer III, sold the business. We were under a confidentiality agreement and could not discuss this until after 3/1/2023. Our Son was involved in a serious car accident and yesterday had a five-hour surgery to fuse C3-7 on his neck vertebrae. Unfortunately, he had no choice but to sell the business as his doctor did not want him continuing this work as he could be paralyzed.

We first visited the Urbana Zoning in early February to evaluate what options we have for renting our lot. We believed that the lot was zoned 3000 Commercial as evidenced on your Champaign County Consortium map which confirms that status. When we spoke with Mr. Nick Olson, he immediately told that us that the Champaign County Map was incorrect. We were then told that out lot is actually two zones in one plot: zoned R3 on the West side and B1 on the East side.

I am attaching a photo of the what was showing on Champaign Country Consortium Map (<https://maps.ccgisc.org>) shows our lot as one plot and the location is clearly shown on the attached page (from online) as 3000-Commercial.

### Some relevant notes about our Lot:

- 1973: Our lot used to have a house on the West side of the lot. We had to file for a permit to demolish house and on the permit the West side was shown as B-1 not R3.
- 1985: We have a letter from Reed Berger, Zoning Staff Assistant, confirmed that the East one-half of the property is zoned as B-1 but may continue its former nonconforming use.
- After 1985, my husband I attended a neighborhood zoning meeting and talked to one of your planners. We were told by the planning person that splitting the lot did not seem like something they would do. He told us that he would get this resolved.
  - Tax Bills: Used to be addressed to 712 University and after this discussion it got changed to 714 University along with the Champaign County Consortium Map showing 3000-Commercial.
  - Taxes: Our taxes appear to have been calculated based on a Commercial lot.

## Exhibit D - Application Addendum

Item F3.

### Neighborhood:

- This is not just a residential area as we are surrounded by other commercial properties.
- To the North of our lot about 140 feet away is the Urbana Armory (National Guard) which is full of military equipment.
- Attached to the Armory is the Urbana Park District where they park all their equipment.
- On the far end connected to the Park District is the Champaign Urbana Sanitary District.
- The Sanitary District has obtained 13 lots in this area with no notification to me as a property owner. We have no idea what they plan on doing with these lots, but this is not simply a residential area.
- Directly across the street is the MTD bus lot.
- This neighborhood used to be nice, in fact, my husband grew up there with his family. However, the complexion of the neighborhood has changed with houses that are not kept up and increased crime. The house to the West of our location (710 E University) has in the past been a drug house with an FBI raid and we frequently find drug paraphernalia on our lot.
- The current list of businesses you would allow on B1 property does not fit this neighborhood.

### Notes on your zoning plan group meeting 2/23:

- We are concerned about the group notes that B3 is not the right zone with residential on three sides. We know of two other businesses in the neighborhood that are also surrounded on three sides residential that are currently zoned as B1. How are these business's operating when clearly B1 does not allow these occupancies?
  - 211 S Cottage Grove: Auto Repair. The day we drove by, they had 10 vehicles on the lot (see picture). Zoned B1.
  - Corner of Goodwin and Hill: Appears to be an electrical shop with many vehicles sitting on the lot. Zoned B1.
  - Corner of Main and Weber. There is a small auto detail shop but the business owner does most of his work outside. This is zoned B3.
  - One of the meeting comments -detailing is like car wash which has to be in B3. A detailing shop (owned by our Grandson) does on a busy day 6-8 vehicles. Detailing shop is different than a car wash as customers make appointments, there is not a line of cars waiting and 99% of my Grandson's shop is done inside. This is a small family business with three total employees. Our Grandson business is Miller Detailing.
  - Our lot is located on University Avenue and we have an access point to enter our location directly without going through the neighborhood.
  - You should also know that the Urbana Park District uses Ash street to move their equipment from their Kerr Avenue location.

As a business owner in Urbana for over 50 years, we are concerned about the misinformation we have received online about our location zoning. We have paid our taxes based on a commercial zoning and taken care of our lot with no complaints that we are aware of. As an elderly couple, we rely on the income as part of our retirement income. We believed that our lot based on your information was Commercial. We are asking you to correct the error and documentation affirming either a Commercial or B3 rating based on the past taxes we have paid.

Our plan is to leave this lot to our Son for his family as this location has been in the Shaffer family for over 50 years.

Thank you for your consideration.

*Sharon Shaffer*

*Item F3.*



University Ave.

## Plat Map on the Champaign County Consortium Map

## Exhibit D - Application Addendum

Item F3.

SHAFFER SHARON A  
1111 PHILO RD

URBANA IL 61801-5373

### Assessed Value

Land	12,640
Building	6,620
Farm Land	0
Farm Building	0
Total	19,260

*Values may be subject to change.*

### Champaign County Property Tax Inquiry Results Historical Tax Information (RY 2017 and Prior)

#### Property Information

Sec. 09 T. 19N R. 9E

Recorded Acreage | 0.00

#### Most Recent Deed

BK 1695-PG 250

View Recorded Deed(s)

#### Property Code

3000 - Commercial

1136

Photo -

Copy

Title: BUILDING PERMIT 429 (1973)

Summary: PERMIT ISSUED OCTOBER 23, 1973, FOR DEMOLITION OF HOUSE

Series: City of Urbana Community Development Services Dept. Records

Subjects: UNIVERSITY AVE (URBANA), EAST, 712 BUILDING DEMOLITIONS, ZONING DISTRICT B-1

Name(s): MRS. E BARR SUBDIVISION (URBANA, ILL.) SHAFFER, R E (OWNER/APPLICANT)

Call Number: Microfiche City of Urbana Records 07.01 - 07.02 Building Permits

LESS

1973 Permit for Demolition  
Approved by Urbana



**CITY OF URBANA**  
 430 SOUTH VINE STREET • P.O. BOX 219 • URBANA, ILLINOIS 61801-0219  
 Community Development - 115 W. Main, Suite 208, P.O.B. 946 - Urbana, IL 61801-0946

September 26, 1985

Mr. & Mrs. Russell Shaffer  
 2289 Lantern Hill Drive  
 Urbana, IL 61801

Re: 714 E. University (91-21-09-303-013)

Dear Mr. & Mrs. Shaffer:

In response to your letter which we received in our office September 12, 1985, we have the following comments:

1. The east one-half of the above referenced property is zoned as B-1 and as such may continue its former nonconforming use as set forth below:
  - a. Trucks and other vehicles over 3/4 ton may be parked at the property for more than four (4) hours at any given time provided they are parked within the existing garage.
  - b. The existing office building may be used as an office use provided the use is limited to office functions directly related to the operation of the vehicles stored at the garage or to your sanitary hauling operations.
  - c. You will need to obtain a Certificate of Occupancy (see enclosed application) before you establish the uses set forth above. At such time in the future you wish to consider another use for the property you would need to apply for a "change of use."
2. The west one-half of the property is zoned R-3 and as such shall not be used for commercial uses.
3. The gravel parking surfaces may be used for parking employee's personal vehicles during regular business hours. If you intend to have a permanent office use at the property it will be necessary to provide a paved parking lot within one (1) year from the date a Certificate of Occupancy is issued for said use. Most office uses in the Urbana Zoning Ordinance require two (2) parking spaces given approximately 375 sq. ft. of floor area in the existing building.
4. The property shall not be used for temporary or permanent location of garbage



# Exhibit D - Application Addendum

Item F3.

## CERTIFICATE OF OCCUPANCY

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES, CITY OF URBANA, ILLINOIS

THE ISSUANCE OF THIS CERTIFICATE IS FOR THE PROPERTY LOCATED AT 214 E. University  
831-21-02-303-012 WHICH AS OF THE DATE OF THIS CERTIFICATE IS  
 ZONED 2-1 (Neighborhood Business) THE PERMITTED USE HEREBY AUTHORIZED BY  
 THIS CERTIFICATE IS Miscellaneous Business (Class 1) AND THUS COMPLIES WITH THE  
 1988 ZONING ORDINANCE HAS AMENDED OF THE CITY OF URBANA, ILLINOIS.

CONSTRUCTION WHICH IS AUTHORIZED BY HEREIN NOTED PERMIT(S) COMPLIES WITH THE PROVISIONS OF THE BUILDING CODE AND OTHER RELATED CODES, LAWS AND ORDINANCES OF THE CITY OF URBANA. OCCUPANCY USE IS HEREBY GRANTED WITH THE STIPULATION THAT THE BUILDING PREMISES SHALL BE PRESERVED AND MAINTAINED AS HEREIN DESCRIBED IN THIS CERTIFICATE REGARDING SPECIFIC USE, USE GROUP AND FIRE GRADING, TYPE CONSTRUCTION, LIVE LOADING, OCCUPANCY LOAD AND CODE COMPLIANCE.

USE GROUP AND FIRE GRADING (Check one)	CLASS	USE GROUP	FIRE GRADING (in hours)
SPECIFIC USE	A-1 Assembly, theaters		3
(1) (a) Sanitary (garage and off-street)	A-2 Assembly, night clubs		3
(legally non-conforming use)	A-3 Assembly, banquet halls, dance halls, parlors, restaurants		2
LIVE LOAD	A-4 Assembly churches, schools		1 1/2
225 W/SQ FT	B Storage		3
OCCUPANCY LOAD	C Factory and industrial		3
5 PEOPLE	D High hazard		1
SEAL OF BOARD	E Educational, vocational programs		1
FOR PLAT DATE	F Institutional, unoccupied occupants		3
OTHER: See letter of approval dated 06-26-83	G Mercantile		3
	H Residential, hotel		1 1/2
	I Residential, multiple dwellings		1 1/2
	J Residential, 1 and 2 family dwellings		1 1/2
	K Storage, warehouse, repair shops, use liquid		2

TYPE 1	TYPE 2	TYPE 3	TYPE 4
FRAMEWORK	NON-FRAMEWORK	EXPOSED REINFORCED CONCRETE	FRAME
10	10	10	10
15	15	15	15
20	20	20	20
25	25	25	25
30	30	30	30
35	35	35	35
40	40	40	40
45	45	45	45
50	50	50	50
55	55	55	55
60	60	60	60
65	65	65	65
70	70	70	70
75	75	75	75
80	80	80	80
85	85	85	85
90	90	90	90
95	95	95	95
100	100	100	100

ANY CHANGES IN THE ABOVE SPECIFICATIONS REQUIRES APPROVAL BY THE DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES AND THE RESUBMISSION OF A NEW CERTIFICATE. THIS CERTIFICATE IS TO BE POSTED EXCEPT IN ONE AND TWO FAMILY DWELLINGS WHERE IT IS VISIBLE TO ALL USERS OF THE BUILDING PREMISES.

THEREFORE IN ACCORDANCE WITH THE ABOVE PROVISIONS THIS PROPERTY IS DECLARED SUITABLE FOR OCCUPANCY.

SEAL

10/18/83  
DATE

Certificate of Occupancy  
 5 year period when it was not  
 occupied by family

Exhibit D - Application Add

Item F3.



211 South Cottage B1 Business

13 Lots Bought by Sewer District



Exhibit E - Table V-1. Table of Uses Excerpt of R-3, B-1, B-2, and B-3 Districts

Item F3.

ZONING DISTRICT	R-3	B-1	B-2	B-3
<b>Agriculture</b>				
Agriculture, Cropping	P			
Artificial Lake of one (1) or more acres	C			
Farm Equipment Sales and Service				P
Feed and Grain (Sales only)				P
Garden Shop		P	P	P
Plant Nursery or Greenhouse		C	C	P
Roadside Produce Sales Stand				P
<b>Public and Quasi-Public</b>				
Church, Temple or Mosque	S	P	P	P
Correctional Institution or Facility				S
Electrical Substation	S	C	C	P
Elementary, Junior High School, or Senior High School	P			
Farmer's Market				P
Hospital or Clinic				S
Institution of an Educational or Charitable Nature	S	P	P	P
Library, Museum or Gallery	S	P	P	P
Methadone Treatment Facility				P
Municipal or Government Building	C	P	P	P
Nonprofit or Governmental, Educational and Research Agencies				C
Park	P	P	P	P
Police Station or Fire Station	S	P	P	P
Principal Use Parking Garage or Lot			P	P
Public Maintenance and Storage Garage				P
Radio or Television Tower and Station				C
University/College				P
Utility Provider			S	P
<b>Business</b>				
<b>Adult Entertainment</b>				
Adult Entertainment Uses				P
<b>Food Sales and Service</b>				
Bakery (Less than 2,500 square feet)		P	P	P
Banquet Facility		C	C	P
Café or Deli		C	P	P
Catering Service		C	P	P
Confectionery Store		P	P	P
Convenience Store		S	P	P
Fast-food Restaurant		C	C	P
Meat and Fish Market		P	P	P
Liquor Store			C	P
Restaurant		C	P	P
Supermarket or Grocery Store		**	P	P
Tavern or Night Club				P
<b>Personal Services</b>				

Exhibit E - Table V-1. Table of Uses Excerpt of R-3, B-1, B-2, and B-3 Districts

Item F3.

ZONING DISTRICT	R-3	B-1	B-2	
Ambulance Service				P
Barber/Beauty Shop		P	P	P
Dry Cleaning or Laundry Establishment		S	P	P
Health Club/Fitness		*	P	P
Laundry and/or Dry Cleaning Pickup		S	P	P
Massage Therapist		P	P	P
Medical Carrier Service				P
Mortuary		C	P	P
Movers				P
Pet Care/Grooming		P	P	P
Self-Service Laundry		P	P	P
Shoe Repair Shop		P	P	P
Tailor and Pressing Shop		P	P	P
<b>Professional and Financial Services</b>				
Bank/Savings and Loan Association		P	P	P
Check Cashing Service		C	P	P
Copy and Printing Service		P	P	P
Packaging/Mailing Service		C	P	P
Professional and Business Office		P	P	P
Vocational, Trade or Business School				P
<b>Retail Trade</b>				
Antique or Used Furniture Sales and Service		*		P
Appliance Sales and Service		P	P	P
Art and Craft Store and/or Studio		*	P	P
Bicycle Sales and Service		*	P	P
Building Material Sales (All Indoors Excl. Concrete/Asphalt Mixing)				P
Clothing Store		*	P	P
Department Store				P
Drugstore		S	P	P
Electronics Sales and Service		P	P	P
Firearm Store†				S
Florist		P	P	P
Hardware Store		P	P	P
Heating, Ventilating, Air Conditioning Sales and Service		C	P	P
Jewelry Store		P	P	P
Monument Sales (Excluding Stone Cutting)				P
Music Store		P	P	P
Office Supplies/Equipment Sales and Service				P
Pawn or Consignment Shop				P
Pet Store		*	P	P
Photographic Studio and Equipment Sales and Service		*	P	P
Shoe Store		*	P	P
Sporting Goods		*	P	P
Stationery, Gifts, or Art Supplies		P	P	P
Tobacconist		P	P	P

Exhibit E - Table V-1. Table of Uses Excerpt of R-3, B-1, B-2, and B-3 Districts

Item F3.

ZONING DISTRICT	R-3	B-1	B-2	
Variety Store		P	P	P
Video Store		**	P	P
All Other Retail Stores		S	C	P
<b>Recreation</b>				
Athletic Training Facility				P
Bait Sales				P
Bowling Alley				P
Country Club or Golf Course	P			
Dancing School		*		P
Driving Range				P
Gaming Hall *****				P
Lodge or Private Club	C	C	C	P
Miniature Golf Course				P
Outdoor Commercial Recreation Enterprise (Exc. Amusement Park)				P
Pool Hall				P
Private Indoor Recreational Development				P
Theater, Indoor		S		P
Theater, Outdoor****			C	
<b>Transportation</b>				
Motor Bus Station				P
Taxi Service			C	P
<b>Vehicular Sales and Service</b>				
Automobile Accessories (New)		C	C	P
Automobile, Truck, Trailer or Boat Sales or Rental				P
Automobile/Truck Repair				P
Car Wash				P
Gasoline Station		S	C	P
Mobile Home Sales				P
Towing Service				S
Truck Rental				P
Truck Stop				S
<b>Miscellaneous Business</b>				
Auction Sales (Non-Animal)				P
Commercial Planned Unit Development (See Section XIII-3)			D	D
Contractor Shop and Showroom (Carpentry, Electrical, Exterminating, Upholstery, Sign Painting, and Other Home Improvement Shops)		C	C	P
Crematorium				C
Day Care Facility (Non-Home Based)	C	C	C	C
Lawn Care and Landscaping Service		C	C	P
Mail Order Business (< 10,000 square feet of gross floor area)		C	P	P
Mail Order Business (> 10,000 square feet of gross floor area)				P
Medical Cannabis Dispensary				P
Radio or TV Studio		C	C	P

Exhibit E - Table V-1. Table of Uses Excerpt of R-3, B-1, B-2, and B-3 Districts

Item F3.

ZONING DISTRICT	R-3	B-1	B-2	
Shopping Center - Convenience		S	S	P
Shopping Center - General				P
Self-Storage Facility				C
Wholesale Business				P
Veterinary Hospital - Small Animal****				C
<b>Residential</b>				
Assisted Living Facility			P	C
Bed and Breakfast Inn		P	P	P
Bed and Breakfast, Owner Occupied	C	P	P	P
Boarding or Rooming House			P	
Dormitory			P	
Dwelling, Community Living Facility, Category I	P	C	P	
Dwelling, Community Living Facility, Category II	P	C	P	P
Dwelling, Community Living Facility, Category III		C	P	P
Dwelling, Duplex***	P	C	P	
Dwelling, Duplex (Extended Occupancy)***	P	C	P	
Dwelling, Home for Adjustment			P	P
Dwelling, Loft		P	P	P
Dwelling, Multifamily		C	P	S
Dwelling, Multiple-Unit Common-Lot-Line***		S	C	
Dwelling, Single-Family	P	C	P	
Dwelling, Single-Family (Extended Occupancy)	P	C	P	
Dwelling, Transitional Home, Category I	C	C	P	P
Dwelling, Transitional Home, Category ii	S	S	P	P
Dwelling, Two-Unit Common-Lot-Line***	P		P	
Hotel or Motel				P
Nursing Home			P	C
<b>Industrial</b>				
Bookbinding			C	C
Confectionery Products Manufacturing and Packaging			C	C
Electronics and Related Accessories - Applied Research and Limited Manufacturing				C
Engineering, Laboratory, Scientific, and Research Instruments Manufacturing				C
Microbrewery			S	P
Motion Picture Production Studio		S	C	C
Printing and Publishing Plants for Newspapers, Periodicals, Books, Stationery, and Commercial Printing				C

Permitted Uses	11	31	70	117
Conditional Uses	6	27	19	14
Special Uses	6	11	3	6



# Exhibit F - Certificate of Occupancy (1985)

Item F3.

## CERTIFICATE OF OCCUPANCY

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES, CITY OF URBANA, ILLINOIS.

● THE ISSUANCE OF THIS CERTIFICATE IS FOR THE PROPERTY LOCATED AT 714 E. University  
491-27-08-302-012, WHICH AS OF THE DATE OF THIS CERTIFICATE IS  
 ZONED B-1 (neighborhood business), THE PERMITTED USE HEREBY AUTHORIZED BY  
 THIS CERTIFICATE IS Miscellaneous Business Uses AND THUS COMPLIES WITH THE  
 1950 ZONING ORDINANCE (AS AMENDED) OF THE CITY OF URBANA, ILLINOIS.

● CONSTRUCTION WHICH IS AUTHORIZED BY HEREIN NOTED PERMIT(S)  
 COMPLIES WITH THE PROVISIONS OF THE BUILDING CODE AND OTHER RE-  
 LATED CODES, LAWS AND ORDINANCES OF THE CITY OF URBANA. OCCU-  
 PANCY USE IS HEREBY GRANTED WITH THE STIPULATION THAT THE BUILD-  
 ING PREMISES SHALL BE PRESERVED AND MAINTAINED AS HEREIN DE-  
 SCRIBED IN THIS CERTIFICATE REGARDING SPECIFIC USE, USE GROUP AND  
 FIRE GRADING, TYPE CONSTRUCTION, LIVE LOADING, OCCUPANCY LOAD-  
 ING AND CODE COMPLIANCE.

# NA (BUILDING)  
 # NA (ELECTRIC)  
 # NA (PLUMBING)  
 # NA (H.V.A.C.)  
 # NA (DRIVEWAY)  
 #    (  )  
 #    (  )

USE GROUP AND FIRE GRADING (Check one)	CLASS	USE GROUP	FIRE GRADING IN HOURS
SPECIFIC USE: <u>Illini Sanitary (garage and office)</u> <u>(legally non-conforming use)</u>	A-1	Assembly, theatres, .....	3
	A-2	Assembly, night clubs, .....	3
	A-3	Assembly, recreation centers, lecture halls, terminals, restaurants, .....	2
	A-4	Assembly, churches, schools, .....	1½
	B	Business, .....	2
	F	Factory and industrial, .....	3
	H	High hazard, .....	4
	I-1	Institutional, restrained occupants, .....	3
	I-2	Institutional, incapacitated occupants, .....	2
	M	Mercantile, .....	3
	R-1	Residential, hotels, .....	2
	R-2	Residential, multifamily dwellings, .....	1½
	R-3	Residential, 1 and 2 family dwellings, .....	¾
	S-1	Storage, moderate hazard, .....	3
	S-2	Storage, low hazard, .....	2
LIVE LOAD <u>125</u> #/SQ. FT.			
OCCUPANCY LOAD: <u>4</u> #PEOPLE			
MEAN OF EGRESS <u>08</u> #EXIT UNITS			
OTHER: <u>See letter of require-</u> <u>ments dated 09-26-85</u>			
	TYPE 1	TYPE 2	TYPE 3
	FIREPROOF	NONCOMBUSTIBLE	EXTERIOR MASONRY WALLS
			ORDINARY
		PROTECTED	UNPROTECTED
		UNPROTECTED	HEAVY TIMBERS (MILL)
			PROTECTED
			UNPROTECTED
			PROTECTED
			UNPROTECTED
TYPE CONSTRUCTION (Check one) →	1A	1B	2A
	2B	2C	3A
	3B	3C	4A
			4B

● ANY CHANGE IN THE ABOVE STIPULATIONS REQUIRES APPROVAL BY THE  
 DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES AND THE REIS-  
 SUANCE OF A NEW CERTIFICATE. THIS CERTIFICATE IS TO BE POSTED (EXCEPT  
 IN ONE- AND TWO-FAMILY DWELLINGS) WHERE IT IS VISIBLE TO ALL USERS OF  
 THE BUILDING PREMISES.

● THEREFORE IN ACCORDANCE WITH THE ABOVE PROVISIONS THIS  
 PROPERTY IS DECLARED SUITABLE FOR OCCUPANCY.

BUILDING OFFICIAL

DATE

10/18/85







Fig. 1: Subject Property, from intersection



Fig. 2: Looking north along Ash Street, towards Sanitary District property



## Exhibit G - Site Photos

Item F3.



Fig. 3: Looking southeast along East University Avenue at CUMTD building



Fig. 4: Looking south at Ash Street intersection at CUMTD building



Fig. 5: Looking southwest along East University Avenue at CUMTD building, Emulsicoat, and other businesses

# Exhibit H - Zoning Description Sheets

Item F3.



## R-3 – SINGLE AND TWO-FAMILY RESIDENTIAL ZONING DISTRICT

### ZONING DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the R-3 Zoning District is as follows:

"The R-3, Single and Two-Family Residential District is intended to provide areas for low-density residential development, including single-family attached and detached dwellings and two-family dwellings."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the R-3 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

#### PERMITTED USES:

##### Agriculture

Agriculture, Cropping

##### Business - Recreation

Country Club or Golf Course

##### Public and Quasi-Public

Elementary, Junior High School or Senior High School  
Park

##### Residential

Dwelling, Community Living Facility, Category I and Category II  
Dwelling, Duplex\*\*\*  
Dwelling, Duplex (*Extended Occupancy*)\*\*\*  
Dwelling, Single Family  
Dwelling, Single Family (*Extended Occupancy*)  
Dwelling, Two-Unit Common-Lot-Line\*\*\*

#### SPECIAL USES:

##### Public and Quasi-Public

Church, Temple or Mosque  
Electrical Substation  
Institution of an Educational or Charitable Nature  
Library, Museum or Gallery  
Police or Fire Station

##### Residential

Dwelling, Transitional Home, Category II

#### PLANNED UNIT DEVELOPMENT USES:

##### Residential

Residential Planned Unit Development (*See Section XIII-3*)

#### CONDITIONAL USES:

##### Agriculture

Artificial Lake of One (1) or More Acres

##### Business - Recreation

Lodge or Private Club

##### Business - Miscellaneous

Day Care Facility (*Non-Home Based*)

##### Public and Quasi-Public

Municipal or Government Building

# Exhibit H - Zoning Description Sheets

Item F3.

## CONDITIONAL USES CONTINUED:

### Residential

Bed and Breakfast, Owner Occupied  
Dwelling, Transitional Home, Category I

#### Table V-1 Notes:

\*\*\* See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

## DEVELOPMENT REGULATIONS IN THE R-3 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
R-3	6,000 <sup>13</sup>	60 <sup>13</sup>	35 <sup>17</sup>	0.40	0.40	15 <sup>9</sup>	5	10

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>9</sup>** – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)

**Footnote<sup>13</sup>** – In the R-2 and R-3 Districts, any lot platted and recorded after December 21, 1970, on which there is proposed to be erected or established a duplex, shall contain an area of not less than 9,000 square feet, and have an average width of not less than 80 feet. A lot platted and recorded before December 21, 1970, on which there is proposed to be erected or established a duplex, shall contain an area of not less than 6,000 square feet, and have an average width of not less than 60 feet.

**Footnote<sup>17</sup>** – Public buildings, schools, or institutions of an educational, religious, or charitable nature which are permitted in the R-2, R-3, and R-4 Districts may be erected to a height not to exceed 75 feet, if the building is set back from the building line at least one foot for each one foot of additional building height above the height limit otherwise applicable.

For more information on zoning in the City of Urbana call or visit:

**City of Urbana**

**Community Development Services Department**

**Planning Division**

400 South Vine Street, Urbana, Illinois 61801

(217) 384-2440 phone | Email: [Planning@urbanailinois.us](mailto:Planning@urbanailinois.us)

City Website: [www.urbanailinois.us](http://www.urbanailinois.us)



## B-1 – NEIGHBORHOOD BUSINESS ZONING DISTRICT

### ZONING DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the B-1 Zoning District is as follows:

"The B-1, *Neighborhood Business District* is intended to provide commercial areas of limited size, for basic trade and personal services for the convenience of adjacent residential areas, for needs recurring regularly or frequently."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the B-1 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

#### PERMITTED USES:

##### **Agriculture**

Garden Shop

##### **Business - Food Sales and Services**

Bakery (*less than 2,500 square feet*)

Confectionery Store

Meat and Fish Market

Supermarket or Grocery Store\*\* (*3,500 gross square feet or less per floor*)

##### **Business - Miscellaneous**

Day Care Facility (Non-Home Based)

##### **Business - Personal Services**

Barber/ Beauty Shop

Health Club/Fitness\* (*3,500 gross square feet or less per floor*)

Massage Therapist

Pet Care/ Grooming

Self-Service Laundry

Shoe Repair Shop

Tailor and Pressing Shop

##### **Business - Professional and Financial Services**

Bank, Savings and Loan Association

Copy and Printing Service

Professional and Business Office

##### **Business – Recreation**

Dancing School\* (*3,500 gross square feet or less per floor*)

##### **Business - Retail Trade**

Antique or Used Furniture Sales and Service\* (*3,500 gross square feet or less per floor*)

Appliance Sales and Service

Art and Craft Store and/or Studio\* (*3,500 gross square feet or less per floor*)

Bicycle Sales and Service\* (*3,500 gross square feet or less per floor*)

Clothing Store (*3,500 gross square feet or less per floor*)

Electronic Sales & Service

Florist

Hardware Store

Jewelry Store

Music Store

Pet Store\* (*3,500 gross square feet or less per floor*)

Photographic Studio and Equipment Sales and Service\* (*3,500 gross square feet or less per floor*)

Shoe Store\* (*3,500 gross square feet or less per floor*)

Sporting Goods\* (*3,500 gross square feet or less per floor*)

Stationery, Gifts or Art Supplies

Tobacconist

Variety Store

Video Store\*\* (*3,500 gross square feet or less per floor*)



# Exhibit H - Zoning Description Sheets

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## PERMITTED USES Continued:

### Public and Quasi-Public

Church, Temple or Mosque  
Institution of an Educational or Charitable  
Nature  
Library, Museum or Gallery  
Municipal or Government Building  
Park  
Police or Fire Station

### Residential

Bed and Breakfast Inn  
Bed and Breakfast, Owner Occupied  
Dwelling, Loft

## SPECIAL USES:

### Business - Food Sales and Services

Convenience Store  
Supermarket or Grocery Store\*\* (*Greater than 3,500 gross square feet per floor*)

### Business – Miscellaneous

Shopping Center - Convenience

### Business – Personal Services

Dry Cleaning or Laundry Establishment  
Landry and/or Dry Cleaning Pickup

### Business - Recreation

Theater, Indoor

### Business - Retail Trade

Drugstore  
Video Store\*\* (*Greater than 3,500 gross square feet per floor*)  
All Other Retail Stores

### Business - Vehicular Sales and Services

Gasoline Station

### Industrial

Motion Picture Production Studio

### Residential

Dwelling, Multiple-Unit Common-Lot-Line\*\*\*  
Dwelling, Transitional Home, Category II

## PLANNED UNIT DEVELOPMENT USES:

### Business – Miscellaneous Business

Mixed-Use Planned Unit Development (*See Section XIII-3*)

## CONDITIONAL USES:

### Agriculture

Plant Nursery or Greenhouse

### Business - Food Sales and Services

Banquet Facility  
Café or Deli  
Catering Service  
Fast-Food Restaurant  
Restaurant

### Business - Personal Services

Health Club/ Fitness\* (*Greater than 3,500 gross square feet per floor*)  
Mortuary

### Business - Miscellaneous

Contractor Shop and Show Room (*Carpentry, Electrical, Exterminating, Upholstery, Sign Painting, and Other Home Improvement Shops*)  
Lawn Care and Landscaping Service  
Mail-Order Business (*Less than 10,000 square feet of gross floor area*)  
Radio or TV Studio

### Business - Professional and Financial Services

Check Cashing Service  
Packaging/ Mailing Service

# Exhibit H - Zoning Description Sheets

Item F3.

## CONDITIONAL USES Continued:

### **Business - Recreation**

Dancing School\* (*Greater than 3,500 gross square feet per floor*)  
Lodge or Private Club

### **Business - Vehicular Sales and Services**

Automobile Accessories (*New*)

### **Public and Quasi-Public**

Electrical Substation

### **Residential**

Dwelling, Community Living Facility, Category I,  
Category II, Category III  
Dwelling, Duplex\*\*\*  
Dwelling, Duplex\*\*\* (*Extended Occupancy*)  
Dwelling, Multi-Family  
Dwelling, Single Family  
Dwelling, Single-Family (*Extended Occupancy*)  
Dwelling, Transitional Home, Category I

### **Business - Retail Trade**

Antique or Used Furniture Sales and Service\* (*Greater than 3,500 gross square feet per floor*)  
Art and Craft Store and/or Studio\* (*Greater than 3,500 gross square feet per floor*)  
Bicycle Sales and Service\* (*Greater than 3,500 gross square feet per floor*)  
Clothing Store\* (*Greater than 3,500 gross square feet per floor*)  
Heating, Ventilating, Air Conditioning Sales and Service  
Pet Store\* (*Greater than 3,500 gross square feet per floor*)  
Photographic Studio and Equipment Sales and Service\* (*Greater than 3,500 gross square feet per floor*)  
Shoe Store\* (*Greater than 3,500 gross square feet per floor*)  
Sporting Goods\* (*Greater than 3,500 gross square feet per floor*)

### **Table V-1 Notes:**

- \* Use permitted by right when the gross square footage of the use is 3,500 square feet or less per floor, and by conditional use when the gross square footage is greater than 3,500 square feet per floor.
- \*\* Use permitted by right when the gross square footage of the use is 3,500 square feet or less per floor, and by special use when the gross square footage is greater than 3,500 square feet per floor.
- \*\*\* See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

## DEVELOPMENT REGULATIONS IN THE B-1 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
B-1	6,000	60	35 <sup>3</sup>	0.30	None	15	7	10

FAR = Floor Area Ratio  
OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

# Exhibit H - Zoning Description Sheets

Item F3.

**Footnote<sup>3</sup>** – In the AG, CRE, B-1, B-2, MOR and IN-1 Zoning Districts, and for residential uses in the B-3 and B-4 Districts, if the height of a building two stories or exceeds 25 feet, the minimum side and rear yards shall be increased as specified in Section VI-5.F.3 and Section VI-5.G.1, respectively. In the AG and CRE Districts, the maximum height specified in Table VI-3 shall not apply to farm buildings; however, the increased setbacks required in conjunction with additional height, as specified in Section VI-5, shall be required for all non-farm buildings.

For more information on zoning in the City of Urbana call or visit:

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## B-2 – NEIGHBORHOOD BUSINESS-ARTERIAL ZONING DISTRICT

### ZONING DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the B-2 Zoning District is as follows:

"The *B-2, Neighborhood Business-Arterial District* is intended to provide areas of limited size along arterial streets in proximity to low density residential areas for a limited range of basic commercial trade and personal services. This district is also intended to provide areas for new high density residential uses. These business and residential uses may occur in the same structure. Due to the location of arterial streets in many residential neighborhoods where commercial and high density residential uses would not be appropriate, the B-2 District shall be limited to only those areas that have been so designated in the City's adopted Comprehensive Plan and related amendments."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the B-2 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

#### PERMITTED USES:

##### **Agriculture**

Garden Shop

##### **Business - Food Sales and Service**

Bakery (*Less than 2,500 square feet*)

Café or Deli

Catering Service

Confectionery Store

Convenience Store

Meat and Fish Market

Restaurant

Supermarket or Grocery Store

##### **Business - Miscellaneous**

Day Care Facility (Non-Home Based)

Mail-Order Business (*Less than 10,000 square feet of gross floor area*)

##### **Business - Personal Services**

Barber/ Beauty Shop

Dry Cleaning or Laundry Establishment

Health Club/ Fitness

Laundry and/or Dry Cleaning Pickup

Massage Therapist

Mortuary

Pet Care/ Grooming

Self-Service Laundry

Shoe Repair Shop

Tailor and Pressing Shop

##### **Business – Professional and Financial Services**

Bank/ Savings and Loan Association

Check Cashing Service

Copy and Printing Service

Packaging/ Mailing Service

Professional and Business Office

##### **Business - Retail Trade**

Appliance Sales and Service

Art and Craft Store and/or Studio

Bicycle Sales and Service

Clothing Store

Drugstore

Electronic Sales and Service

Florist

Hardware Store

Heating, Ventilating, Air Conditioning Sales and Service

Jewelry Store

Music Store

Pet Store

Photographic Studio and Equipment Sales and Service

Shoe Store

Sporting Goods

Stationery, Gifts or Art Supplies

Tobacconist

Variety Store

Video Store



# Exhibit H - Zoning Description Sheets

Item F3.

## PERMITTED USES Continued:

### **Public and Quasi-Public**

Church, Temple or Mosque  
Institution of an Educational or Charitable  
Nature  
Library, Museum or Gallery  
Municipal or Government Building  
Park  
Police or Fire Station  
Principal Use Parking Garage or Lot

### **Residential**

Assisted Living Facility  
Bed and Breakfast Inn  
Bed and Breakfast, Owner Occupied  
Boarding or Rooming House  
Dormitory  
Dwelling, Community Living Facility, Category I,  
Category II and Category III  
Dwelling, Duplex\*\*\*  
Dwelling, Duplex\*\*\* (*Extended Occupancy*)  
Dwelling, Home for Adjustment  
Dwelling, Loft  
Dwelling, Multifamily  
Dwelling, Single Family  
Dwelling, Single Family (*Extended Occupancy*)  
Dwelling, Transitional Home, Category I and II  
Dwelling, Two-Unit Common-Lot-Line\*\*\*  
Nursing Home

## SPECIAL USES:

### **Business - Cannabis**

Dispensary (Non-Medical)

### **Industrial**

Microbrewery

### **Business - Miscellaneous**

Shopping Center - Convenience

### **Public and Quasi-Public**

Utility Provider

## PLANNED UNIT DEVELOPMENT:

### **Business - Miscellaneous**

Commercial Planned Unit Development (*See Section XIII-3*)  
Mixed-Use Planned Unit Development (*See Section XIII-3*)

## CONDITIONAL USES:

### **Agriculture**

Plant Nursery or Greenhouse

### **Business – Food Sales and Services**

Banquet Facility  
Fast-Food Restaurant  
Liquor Store

### **Business – Recreation**

Lodge or Private Club  
Theater, Outdoor\*\*\*\*

### **Business – Retail**

All Other Retail Stores

### **Business – Transportation**

Taxi Service

### **Business– Miscellaneous**

Contractor Shop and Showroom (*Carpentry,  
Electrical, Exterminating, Upholstery, Sign  
Painting and Other Home Improvement Shops*)  
Lawn Care and Landscaping Service  
Radio or TV Studio

### **Business – Vehicular Sales and Services**

Automobile Accessories (*New*)  
Gasoline Station

### **Industrial**

Bookbinding  
Confectionery Products Manufacturing and  
Packaging  
Motion Picture Production Studio

# Exhibit H - Zoning Description Sheets

Item F3.

## Public and Quasi-Public

Electrical Substation

## Residential

Dwelling, Multiple-Unit Common-Lot-Line\*\*\*

### Table V-1 Notes:

\*\*\* See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

\*\*\*\* See Table VII-1 for Standards for Specific Conditional Uses.

## DEVELOPMENT REGULATIONS IN THE B-2 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
B-2	6,000	60	35 <sup>3</sup>	1.50 <sup>4</sup>	0.15	15	7	10

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>3</sup>** – In the AG, CRE, B-1, B-2, MOR and IN-1 Zoning Districts, and for residential uses in the B-3 and B-4 Districts, if the height of a building two stories or exceeds 25 feet, the minimum side and rear yards shall be increased as specified in Section VI-5.F.3 and Section VI-5.G.1, respectively. In the AG and CRE Districts, the maximum height specified in Table VI-3 shall not apply to farm buildings. However, the increased setbacks required in conjunction with additional height, as specified in Section VI-5, shall be required for all non-farm buildings.

**Footnote<sup>4</sup>** – (Reserved)

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**Planning Division**

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## B-3 – GENERAL BUSINESS ZONING DISTRICT

### ZONING DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the B-3 Zoning District is as follows:

"The *B-3, General Business District* is intended to provide areas for a range of commercial uses wider than that of Neighborhood Business but at a lower intensity than Central Business, meeting the general business needs of the City."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the B-3 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

#### PERMITTED USES:

##### **Agriculture**

Farm Equipment Sales and Service  
Feed and Grain (*Sales Only*)  
Garden Shop  
Plant Nursery or Greenhouse  
Roadside Produce Sales Stand

##### **Business - Adult Entertainment**

Adult Entertainment Uses

##### **Business – Cannabis**

Craft Grower  
Dispensary (*Medical & Non-Medical*)  
Infuser

##### **Business - Food Sales and Services**

Bakery (*Less than 2,500 square feet*)  
Banquet Facility  
Café or Deli  
Catering Service  
Confectionery Store  
Convenience Store  
Fast-Food Restaurant  
Liquor Store  
Meat and Fish Market  
Restaurant  
Supermarket or Grocery Store  
Tavern or Night Club

##### **Business - Miscellaneous**

Auction Sales (*Non-Animal*)  
Contractor Shop and Show Room (*Carpentry, Electrical, Exterminating, Upholstery, Sign Painting, and Other Home Improvement Shops*)  
Day Care Facility (*Non-Home Based*)  
Lawn Care and Landscaping Service  
Mail Order Business  
Radio or TV Studio  
Shopping Center – Convenience  
Shopping Center – General  
Wholesale Business

##### **Business - Personal Services**

Ambulance Service  
Barber/ Beauty Shop  
Dry Cleaning or Laundry Establishment  
Health Club/ Fitness  
Laundry and/or Dry Cleaning Pick-up  
Massage Therapist  
Medical Carrier Service  
Mortuary  
Movers  
Pet Care/ Grooming  
Self-Service Laundry  
Shoe Repair Shop  
Tailor and Pressing Shop

# Exhibit H - Zoning Description Sheets

Item F3.

## PERMITTED USES Continued:

### **Business - Professional and Financial Services**

Bank/ Savings and Loan Association  
Check Cashing Service  
Copy and Printing Service  
Packaging/ Mailing Service  
Professional and Business Office  
Vocational, Trade or Business School

### **Business - Retail Trade**

Antique or Used Furniture Sales and Service  
Appliance Sales and Service  
Art and Craft Store and/or Studio  
Bicycle Sales and Service  
Building Material Sales (*All Indoors Excluding Concrete or Asphalt Mixing*)  
Clothing Store  
Department Store  
Drugstore  
Electronic Sales and Services  
Florist  
Hardware Store  
Heating, Ventilating, Air Conditioning Sales and Service  
Jewelry Store  
Monument Sales (*Excluding Stone Cutting*)  
Music Store  
Office Supplies/ Equipment Sales and Service  
Pawn or Consignment Shop  
Pet Store  
Photographic Studio and Equipment Sales and Service  
Shoe Store  
Sporting Goods  
Stationery, Gifts, or Art Supplies  
Tobacconist  
Variety Store  
Video Store  
All Other Retail Stores

### **Business - Vehicular Sales and Service**

Automobile Accessories (*New*)  
Automobile, Truck, Trailer or Boat Sales or Rental  
Automobile/ Truck Repair  
Car Wash  
Gasoline Station  
Mobile Home Sales  
Truck Rental

### **Business - Recreation**

Athletic Training Facility  
Bait Sales  
Bowling Alley  
Dancing School  
Driving Range  
Gaming Hall\*\*\*\*\*  
Lodge or Private Club  
Miniature Golf Course  
Outdoor Commercial Recreation Enterprise  
(*Except Amusement Park*)\*\*\*\*  
Pool Hall  
Private Indoor Recreational Development  
Theater, Indoor

### **Business - Transportation**

Motor Bus Station  
Taxi Service

### **Industrial**

Microbrewery

### **Public and Quasi-Public**

Church, Temple or Mosque  
Electrical Substation  
Farmer's Market  
Institution of an Educational or Charitable Nature  
Library, Museum or Gallery  
Methadone Treatment Facility  
Municipal or Government Building  
Park  
Police or Fire Station  
Principle Use Parking Garage or Lot  
Public Maintenance and Storage Garage  
University/College  
Utility Provider

### **Residential**

Bed and Breakfast Inn  
Bed and Breakfast Inn, Owner Occupied  
Dwelling, Community Living Facility, Category II or Category III  
Dwelling, Home for Adjustment  
Dwelling, Loft  
Dwelling, Transitional Home, Category I or II  
Hotel or Motel

# Exhibit H - Zoning Description Sheets

Item F3.

## SPECIAL USES:

### Business – Retail

Firearm Store†

### Business – Vehicular Sales and Service

Towing Service

Truck Stop

### Public and Quasi-Public

Correctional Institution or Facility

Hospital or Clinic

### Residential

Dwelling, Multifamily

## PLANNED UNIT DEVELOPMENT USES:

### Business – Miscellaneous

Commercial Planned Unit Development (*See Section XIII-3*)

Mixed-Use Planned Unit Development (*See Section XIII-3*)

## CONDITIONAL USES:

### Business - Miscellaneous

Crematorium

Self-Storage Facility

Veterinary Hospital (*Small Animal*)\*\*\*\*

### Public and Quasi-Public

Nonprofit or Governmental, Educational and  
Research Agencies

Radio or Television Tower and Station

### Residential

Assisted Living Facility

Nursing Home

### Industrial

Bookbinding

Confectionery Products Manufacturing and  
Packaging

Electronics and Related Accessories - Applied  
Research and Limited Manufacturing

Engineering, Laboratory, Scientific and Research  
Instruments Manufacturing

Motion Picture Production Studio

Printing and Publishing Plants for Newspapers,  
Periodicals, Books, Stationery and Commercial  
Printing

Surgical, Medical, Dental and Mortuary

Instruments and Supplies Manufacturing

### Table V-1 Notes:

\*\*\*\* See Table VII-1 for Standards for Specific Conditional Uses

\*\*\*\*\* The establishment requesting a license for a principal use gaming hall shall be a minimum of five hundred feet from any other licensed gaming hall or pre-existing Day Care Facility, Day Care Home, School, or Place of Worship, as defined under the Religious Corporation Act (805 ILCS 110/0.01 et seq.). The establishment requesting a license for a principal use gaming hall shall also be a minimum of two hundred and fifty feet away from any previously existing establishment containing a licensed video gaming terminal. Said distances shall be measured as the intervening distance between business frontages.

† See Section VII-5.D for Standards for Firearm Stores

# Exhibit H - Zoning Description Sheets

Item F3.

## DEVELOPMENT REGULATIONS IN THE B-3 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
B-3	6,000	60	None <sup>3</sup>	4.00	None	15	5	10

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>3</sup>** – In the AG, CRE, B-1, B-2, MOR and IN-1 Zoning Districts, and for residential uses in the B-3 and B-4 Districts, if the height of a building two stories or exceeds 25 feet, the minimum side and rear yards shall be increased as specified in Section VI-5.F.3 and Section VI-5.G.1, respectively. In the AG and CRE Districts, the maximum height specified in Table VI-3 shall not apply to farm buildings; however, the increased setbacks required in conjunction with additional height, as specified in Section VI-5, shall be required for all non-farm buildings.

For more information on zoning in the City of Urbana call or visit:

**City of Urbana**

**Community Development Services Department**

**Planning Division**

400 South Vine Street, Urbana, Illinois 61801

(217) 384-2440 phone | Email: [Planning@urbanailinois.us](mailto:Planning@urbanailinois.us)

City Website: [www.urbanailinois.us](http://www.urbanailinois.us)

**MINUTES OF A REGULAR MEETING****URBANA PLAN COMMISSION****DRAFT****DATE:** March 9, 2023**TIME:** 7:00 P.M.**PLACE:** Council Chambers, City Building, 400 South Vine Street, Urbana, Illinois

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**PLAN COMMISSION****MEMBERS ATTENDING:** Dustin Allred, Lew Hopkins, Debarah McFarland, Karen Simms, Chenxi Yu**MEMBERS EXCUSED:** Andrew Fell**MEMBERS ABSENT:** Will Andresen**STAFF PRESENT:** UPTV Camera Operator; Kevin Garcia, Principal Planner; Marcus Ricci, Planner II**PUBLIC PRESENT:** Wilson Antonio, Dennis Barber, Devan Jones, Sarah Kedas, Hanna Loew, Mia Renna, Maya Robinson, Russell Shaffer, Sharon Shaffer, Austin Shwata, Michael Venardi

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Chair Allred called the meeting to order at 7:03 p.m. Roll call was taken, and there was a quorum of the members present.

**2. NEW PUBLIC HEARINGS**

**Plan Case No. 2470-M-23 – An application by Sharon Shaffer to rezone the parcel at 714 East University Avenue from its current split zoning of R-3 (Single- and Two-Family Residential) and B-1 (Neighborhood Business) to B-3 (General Business).**

Chair Allred opened Plan Case No. 2470-M-23 on the agenda. Marcus Ricci, Planner II, presented the staff report to the Plan Commission. He began by stating the purpose of the proposed rezoning. He gave a description of the subject property and using Exhibit A in the written staff report, he showed where the property is located in the City. He noted the zoning, existing land uses and future land use designations of the subject property and its surrounding properties. He discussed the intended use as an auto detailing business and the previous zoning of the property. He reviewed the rezoning criteria and how they relate to the proposed rezoning.

Kevin Garcia, Principal Planner, talked about criteria #8, which is *the care with which the community has planned its land use development*. He stated that since the 2005 Comprehensive Plan Future Land Use map identifies the subject site as “residential”, this would weigh against the proposed rezoning. He retracted text in the written staff report that he said was “speculative” about other areas with long-established neighborhood businesses being identified in the Comprehensive Plan as “Community Business” or with special text encouraging businesses in otherwise “Residential” areas, and how the staff report said criteria #8 should weigh in favor of the proposed rezoning. Instead, the criteria should weigh against the proposed rezoning.

Mr. Ricci continued his presentation by explaining the notification process that was followed for the case. He pointed out that he received one email in support from Donald Aikman. He summarized staff findings and showed photos from different perspectives of the proposed site and surrounding streets. He read the options of the Plan Commission and presented City staff’s recommendation, which is to recommend approval to City Council to rezone the property to B-2 (Neighborhood Business – Arterial).

Mr. Garcia added that the City’s legal counsel determined that the Urbana Zoning Ordinance gives the Plan Commission the authority to make recommendations on amendments to the Zoning Ordinance. It does not limit the Plan Commission to the requested rezoning, so the Plan Commission can make a recommendation to an alternate zone.

Chair Allred asked if any of the members of the Plan Commission had questions for City staff.

Mr. Hopkins asked if any of the rezonings would result in the current use becoming conforming. Mr. Garcia stated that rezoning the two properties to B-3 (General Business) would make the current use conforming. Waste hauler is not listed as a use in the Zoning Ordinance. The nearest similar use is a towing service, which is a use allowed with approval of a special use permit in the B-3 Zoning District and not allowed in the B-2 Zoning District. Therefore, if the existing use continued, it would still be a non-conforming use in the B-2 district.

Mr. Hopkins asked if the applicants move the waste hauling business to another location and start up an auto detailing business on the subject properties, would the non-conforming use go away? It could not come back, correct? Mr. Garcia said that is correct.

Mr. Hopkins asked if the existing building(s) would be conforming to the B-2 Zoning District. Mr. Garcia believed so. Mr. Hopkins reminded everyone that they would be making a recommendation on the zoning, not on the change in use.

Chair Allred asked if the criteria was applied to the applicants’ request to rezone to B-3 or to City staff’s recommendation to rezone to B-2. Mr. Ricci explained that it was primarily based on the applicants’ request to rezone to B-3. Only when he specifically mentioned B-2 did it vary from the B-3 discussion.

Chair Allred asked which uses would not be an issue for B-3 zoning because of the size of the lot. Mr. Ricci replied farm equipment sales and service and shopping center (general) would not probably fit on the lot.

Ms. Simms asked if there are uses that are restricted if zoned B-2 but would make sense to be located on these two lots. While the Plan Commission does not want to choose a zoning district



that would be too big, she would not want to choose a zoning district that would be too contracting either. Mr. Ricci stated that he did not have one that he would be concerned about.

Chair Allred asked if the applicants were amendable to City staff's recommendation to B-2. Mr. Ricci deferred the question for the applicants to answer.

Chair Allred reviewed the procedures for a public hearing. He then opened the hearing for public input. He invited the applicant to speak.

Sharon Shaffer, applicant, approached the Plan Commission to speak. She began by stating that the two properties have been in her husband's family since the beginning of Shaffer Sanitary. She stated that they are from the neighborhood and have known the residents for years. They have never had any problems. She said that she and her husband plan to move the waste hauling business providing they can start up a different business on the lots. They have plans to improve the visual appeal of the property with some fencing and maybe some greenery.

Ms. Shaffer stated that she and her husband just found out that the two properties still have split zoning. They thought it was already zoned commercial. The split zoning creates a deterrent for what they can do on the site. They have a grandson who owns an auto detailing shop in Rantoul and would like to have his shop on the proposed site. It would be a win-win for the family. Their grandson would have an auto detailing shop and would pay them rent so they can help supplement their retirement years.

Mr. Hopkins said that the B-2 Zoning District would allow an auto detailing shop use and many other uses similar to it. Ms. Shaffer replied that they would accept rezoning to B-2 as long as they can have the auto detailing shop.

Mya Renna approached the Plan Commission to speak in opposition of the proposed rezoning. She stated that she is happy to hear that the owners' intent is to change the use of the properties, because the trash has created a major rodent issue in the neighborhood. She mentioned that there is also a lot of trash in the alley.

Ms. Renna expressed concern with other uses that would be allowed that would be unacceptable to the neighborhood should the auto detailing use fail. She would be more in favor of rezoning to B-2 than continuing on with the current use.

Mr. Hopkins wondered if the alley was City-owned. Mr. Garcia said that he made a note to check into this. [Editor's Note: The alleys are City-owned.]

Ms. Shaffer re-approached to address Ms. Renna's concern about trash in the neighborhood. She stated that they have had to call the police to come out because people have dumped garbage bags of trash on their property before. The police came, went through the trash and found who owned the trash, called the owners and made them come get their trash. Shaffer Sanitary does not leave any trash on their property because that would be bad for their business. Other waste haulers come into the neighborhood and pick up residents' trash; however, they [Shaffer's] get blamed for loose trash being in neighboring yards and in the alley. She said this won't be an issue any longer because the waste hauling use will not be located there.

Ms. Shaffer talked about being taxed as commercial for 40 years, so even Champaign County believed they were zoned commercial.

With there being no further questions or concerns from the audience, Chair Allred closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Mr. Hopkins moved that the Plan Commission forward Plan Case No. 2470-M-23 to the City Council with a recommendation to rezone 714 East University Avenue to B-2 (Neighborhood Business – Arterial). Ms. McFarland seconded the motion.

Mr. Hopkins noted that with regards to the Comprehensive Plan, it is useful to have the notion of “urban residential pattern” and the annotations are useful and they matter.

Roll call on the motion was as follows:

Ms. Simms	-	Yes	Mr. Allred	-	Yes
Mr. Hopkins	-	Yes	Ms. McFarland	-	Yes
Ms. Yu	-	Yes			

The motion passed by unanimous vote. Mr. Garcia noted that this case would be forwarded to Committee of the Whole on March 20, 2023 and to City Council on March 27, 2023.



## MEMORANDUM

**TO:** City Council  
**FROM:** Diane Wolfe Marlin, Mayor and Local Liquor Commissioner  
Kate Levy, Deputy Local Liquor Commissioner  
**DATE:** March 24, 2023  
**RE:** **Maintaining the Number of Class A Liquor Licenses for Synesthesia LLC d/b/a Gallery**

Synesthesia LLC d/b/a Gallery has applied for a Class A (Retailer's on-premises) liquor license for the establishment located at 119 West Main Street in Urbana.

There is no change in the authorized number of Class A liquor licenses in the license classification chart in the attached ordinance, because Nola's Rock Bar, a separate Class A establishment at the same location, closed for business in December 2022.

The change in the authorized number of Class H (Hotel) liquor licenses in the license classification chart in the attached ordinance appears because of a change in the flagship status of Radisson Hotel and Conference Center that rendered the FY23 liquor license null and void.

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

AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER THREE, SECTION  
3-43(Maintaining the number of Class A liquor licenses for Synesthesia LLC d/b/a Gallery, 119 W  
Main St, Urbana, IL)

**WHEREAS,** the City Council heretofore has adopted Urbana City Code Section 3-43 to establish limits on the number of liquor licenses issued in the City in this Class A designation; and

**WHEREAS,** the City Council finds that the best interests of the City are served by maintaining the number of Class A liquor licenses for **Synesthesia LLC d/b/a Gallery, 119 W Main St, Urbana, IL.**

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

**Section 1.**

Urbana City Code Chapter 3, "Alcoholic Liquors," Article III, "Retail License," Section 3-43, "Limitations on number issued," subsection 3-43(a), is hereby amended and as amended shall read as follows:

Sec. 3-43. - Limitations on number issued.

(a) The maximum number of liquor licenses authorized for the license classifications set forth below is as follows:

Classification	Number authorized
A	7
BYOB-R	0
CA	1
CS	0
FM	0
GC	1
GH	9
H	1 <del>2</del>
MB-1	0
MB-2	2
N	1
P	27
PB	0

R&T-1	15
R&T-2	11
TH	0
URO	0

## **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 from and after its passage.

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

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

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

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

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



## MEMORANDUM

**TO:** City Council  
**FROM:** Diane Wolfe Marlin, Mayor and Local Liquor Commissioner  
Kate Levy, Deputy Local Liquor Commissioner  
**DATE:** March 24, 2023  
**RE:** **Increasing the Number of Class H Liquor Licenses for VIDHI 3 LLC**

VIDHI 3 LLC has applied for a Class H (Hotel) liquor license for the establishment located at 1001 Killarney Street in Urbana. This establishment, formerly under the flagship of Radisson Hotels, has been rebranded as a Wyndham Hotel.

The change in the authorized number of Class H (Hotel) liquor licenses in the license classification chart in the attached ordinance will increase from one to two.

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER THREE, SECTION 3-43****(Increasing the number of Class H liquor licenses for VIDHI 3 LLC, 1001 W Killarney St, Urbana, IL)**

**WHEREAS**, the City Council heretofore has adopted Urbana City Code Section 3-43 to establish limits on the number of liquor licenses issued in the City in this Class H designation; and

**WHEREAS**, the City Council finds that the best interests of the City are served by increasing the number of Class H liquor licenses for **VIDHI 3 LLC, 1001 W Killarney St, Urbana, IL**.

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

**Section 1.**

Urbana City Code Chapter 3, "Alcoholic Liquors," Article III, "Retail License," Section 3-43, "Limitations on number issued," subsection 3-43(a), is hereby amended and as amended shall read as follows:

Sec. 3-43. - Limitations on number issued.

(a) The maximum number of liquor licenses authorized for the license classifications set forth below is as follows:

<b>Classification</b>	<b>Number authorized</b>
A	7
BYOB-R	0
CA	1
CS	0
FM	0
GC	1
GH	9
H	<del>1</del> 2
MB-1	0
MB-2	2
N	1
P	27
PB	0
R&T-1	15



R&T-2	11
TH	0
URO	0

## **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 from and after its passage.

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

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

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

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

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