
DATE: Monday, March 02, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: Maryalice Wu, Ward 1

A. Call to Order and Roll Call

B. Approval of Minutes of Previous Meeting

1. 02-09-2026 City Council Meeting Minutes

C. Additions to the Agenda

D. Presentations and Public Input

E. Staff Report

1. Public Works Campus Remodel and Funds – PW

F. New Business

1. **Ordinance No. 2026-03-006:** An Ordinance Amending Schedule H of Section 23-93 of the Urbana Local Traffic Code Requiring Stop Signs at Certain Intersections (Grove Street and Anderson Street at High Street) – PW
2. **Ordinance No. 2026-03-007:** An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Vine Street from Pell Circle to Florida Avenue) – PW
3. **Ordinance No. 2026-03-008:** An Ordinance Amending Schedule H of Section 23-93 of the Urbana Local Traffic Code Requiring Stop Signs at Certain Intersections (Four Intersections in Beringer Commons Subdivision) – PW
4. **Resolution No. 2026-03-009R:** A Resolution Authorizing the Mayor to Execute a Right-of-Way Dedication (North Lincoln Avenue along the Frontage of 1407 North Lincoln Avenue – Former Fire Station #3) – PW
5. **Resolution No. 2026-03-010R:** A Resolution for Improvement Under the Illinois Highway Code (State Motor Fuel Tax for Windsor Road from Philo to High Cross) – PW

G. Council Input and Communications

H. Adjournment

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

PUBLIC INPUT

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

Email Input

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

Written Input

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

Verbal Input

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

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

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

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

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

Accommodation

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

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



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: March 2, 2026 Committee of the Whole
Subject: An Ordinance Amending Schedule H of Section 23-93 of the Urbana Local Traffic Code Requiring Stop Signs at Certain Intersections (Grove Street and Anderson Street at High Street)

Summary

Action Requested

City Council is being asked to pass the attached ordinance that would remove the existing yield signs and replace them with stop signs for both directions of traffic on Grove Street and Anderson Street at their respective intersections with High Street.

Commission Recommendation

During its December 2, 2025 meeting, the Traffic Commission unanimously voted to recommend replacing the existing yield signs with stop signs as proposed in the attached ordinance. The unapproved minutes from this meeting are attached, along with a description of the initial traffic concern and a location map for illustration. Following Traffic Commission approval, the existing yield signs were replaced with stop signs on December 5, 2025, as a temporary regulation allowed by Section 23-22 of City Code.

Relationship to City Services and Priorities

Impact on Core Services

Traffic control at the intersection of streets is a core service provided by the City, as stated in Section 23-21 of City Code: “It shall be the general duty of the city traffic engineer to determine the installation and proper timing and maintenance of traffic-control devices, ... to plan the operation of traffic on the streets and highways of this city.”

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Additional Background Information

The Engineering Division reviewed the intersections of Grove Street and Anderson Street with High Street and found that the existing yield signs for the minor streets (Grove and Anderson) were not permissible by the current edition of the Manual for Uniform Traffic Control Devices (MUTCD)

published by the Federal Highway Administration (FHWA). In Section 2B.10 of the MUTCD, one condition required for yield control on a minor street is “intersection sight distance is adequate on the approaches to be controlled by yield signs”. Intersection sight distance for yield control on the minor road is found in Section 28-3.04 of the Local Roads and Streets Manual published by the Illinois Department of Transportation (IDOT). The basic concept is that a driver approaching a yield sign would slow down to 60% of the design speed to look for traffic on the major road before deciding whether to stop or continue through the intersection. Even for a design speed of 30 miles per hour (mph), a driver would need to see oncoming traffic from a distance of 160 feet before the intersection in order to safely use a yield sign. In a neighborhood like this one, the location of houses and other residential buildings are such that this sight distance is infeasible. Therefore, the existing yield signs should be replaced by stop signs for safe operation of these intersections.

Recommendation

City Council is asked to pass the attached ordinance that would remove the existing yield signs and replace them with stop signs for both directions of traffic on Grove Street and Anderson Street at their respective intersections with High Street.

Next Steps

If the attached ordinance is passed, staff will update Schedule H of Section 23-93 and Schedule I of Section 23-94 accordingly.

Attachments

1. Ordinance No. 2026-03-___: An Ordinance Amending Schedule H of Section 23-93 of the Urbana Local Traffic Code Requiring Stop Signs at Certain Intersections (Grove Street and Anderson Street at High Street).
2. Unapproved Minutes of the December 2, 2025 Meeting of the Traffic Commission.
3. Traffic Concern Request #1955 Detail Report.
4. Location Map of High Street at Grove Street and Anderson Street.

Originated by: John C. Zeman, City Engineer

Reviewed: Vince Gustafson, Public Works Director

Approved: Darius White, City Administrator

ORDINANCE NO. 2026-03-_____

**AN ORDINANCE AMENDING SCHEDULE H OF SECTION 23-93
OF THE URBANA LOCAL TRAFFIC CODE
REQUIRING STOP SIGNS AT CERTAIN INTERSECTIONS
(GROVE STREET AND ANDERSON STREET AT HIGH STREET)**

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

WHEREAS, the City of Urbana has adopted a local traffic code, which is set forth in its ordinances as Section 23.1 et seq.; and

WHEREAS, the City of Urbana, pursuant to the aforesaid traffic code, has the authority to install and maintain traffic-control devices on its streets.

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

Section 1. Schedule H of Section 23-93, entitled "Other intersections where stop required" of Article VIII of the Urbana Local Traffic Code, shall be and is hereby amended by ADDING to that schedule the following intersections where drivers of vehicles shall be required to stop before entering the intersections:

<u>Name of Street</u>	<u>Direction</u>	<u>Intersecting Street</u>
Grove Street	Northbound	High Street
Grove Street	Southbound	High Street
Anderson Street	Northbound	High Street
Anderson Street	Southbound	High Street

Section 2. All ordinances, resolutions, motions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed. In particular, Schedule I of Section 23-94, entitled “Other intersections where yield required” of Article VIII of the Urbana Local Traffic Code, shall be and is hereby amended by DELETING from that schedule the intersections listed in Section 1 of this Ordinance.

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 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 _____, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

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

DeShawn B. Williams, Mayor



CITY OF URBANA TRAFFIC COMMISSION

DATE: December 02, 2025
TIME: 12:31 PM
PLACE: 706 South Glover Avenue, Urbana, IL 61802

UNAPPROVED MINUTES

Members Present: Zachery Mikalik, John Zeman

Members Absent: Chaundra Bishop

Others Present: Christina Kelle, Dennis Roberts

A. Call to Order and Roll Call

John Zeman called the meeting to order at 12:31 pm. Roll call was taken. A Quorum of Members was present.

B. Approval of Minutes of Previous Meeting

1. March 4, 2025 Meeting Minutes

John Zeman motioned to approve the minutes, Zachery Mikalik seconded. Motion approved with a unanimous vote.

C. Public Input

Proper signage wanted on High St between Grove St & Anderson St due to the frequency of crashes at this intersection. Email input submitted by Nancy Westcott.

D. Unfinished Business

None

E. New Business

1. 2026 Meeting Schedule

John Zeman reviewed the schedule for meetings in 2026. Meetings will continue to be held on the 1st Tuesday of the last month of the quarter. Zachery Mikalik motioned to approve the 2026 traffic commission meeting schedule. John Zeman seconded. Motion approved with unanimous vote.

2. New Stop Signs and Speed Limit Signs in Beringer Commons

Lori Martinsek submitted two traffic concern requests for Beringer Commons. The first request included 4 additional stop signs be placed at the following locations: Both ends of Clarion St - Clarion & Abbey and Clarion & Beringer, Beacon Hill & Beringer, and Beacon Hill & Haydon. Second request, to add 4 speed limit signs for 25 miles/hour on the medians at the entrances of Beringer & University, High Cross & Beringer, and Slayback. John Zeman agrees that there is a need for Stop signs at the four "T" intersections, therefore, recommending the stop signs go up on a temporary basis for 3 months to review. Public input can be considered before the sign installations are made permanent. If engineering and police can agree on some new traffic control devices, we can put temporary signs up for up to 90 days. After that, we can go to council with the ordinance and allow input from the public. Zackery Mikalik motioned to approve 4 additional stop signs be

placed at both ends of Clarion St - Clarion & Abbey and Clarion & Beringer, Beacon Hill & Beringer, and Beacon Hill & Haydon and speed limit signs. John Zeman seconded. Motion approved with unanimous vote.

3. No parking on Vine Street (Pell Circle to Florida Avenue)

James Quisenberry submitted a traffic concern request regarding no parking on Vine Street that stretches from Florida Ave to George Huff Dr. Currently there are “no parking” signs on both sides of the street from Florida Ave to George Huff Dr, however, there are none on the west side of Vine St from Holmes St to Pell Circle and on the east side from George Huff Dr to Pell Circle. He’s asking to extend the “no parking” signs on both sides of Vine St from George Huff Dr to Pell Circle. John Zeman concurs with James’ request. He recommends that mailers be sent out to neighboring residences prior to installing the signs to allow for public input for a period of about 30 days before heading to council. Motioned to approve the installation of “no parking” signs on both sides of the street – east side from George Huff Dr to south to Pell Circle & on the west side from Holmes St to Pell Circle. Zachery Mikalik seconded. Motion approved with unanimous vote.

4. Stop Signs on High Street at Grove Street and Anderson Street

A recent traffic accident at south Anderson St and east High St has brought concerns to neighbors. After a brief discussion, John agrees with Christina, Dennis and Nancy that we should replace the yield signs with stop signs. These intersections are not appropriate for yield signs based on traffic conditions of the sight line. Motion to approve traffic concern request 1955 to replace yield signs with stop signs on High St at Grove St & Anderson St. Zachery Mikalik seconded. Motion approved with unanimous vote.

F. Adjournment

The meeting adjourned at 1:20 p.m.

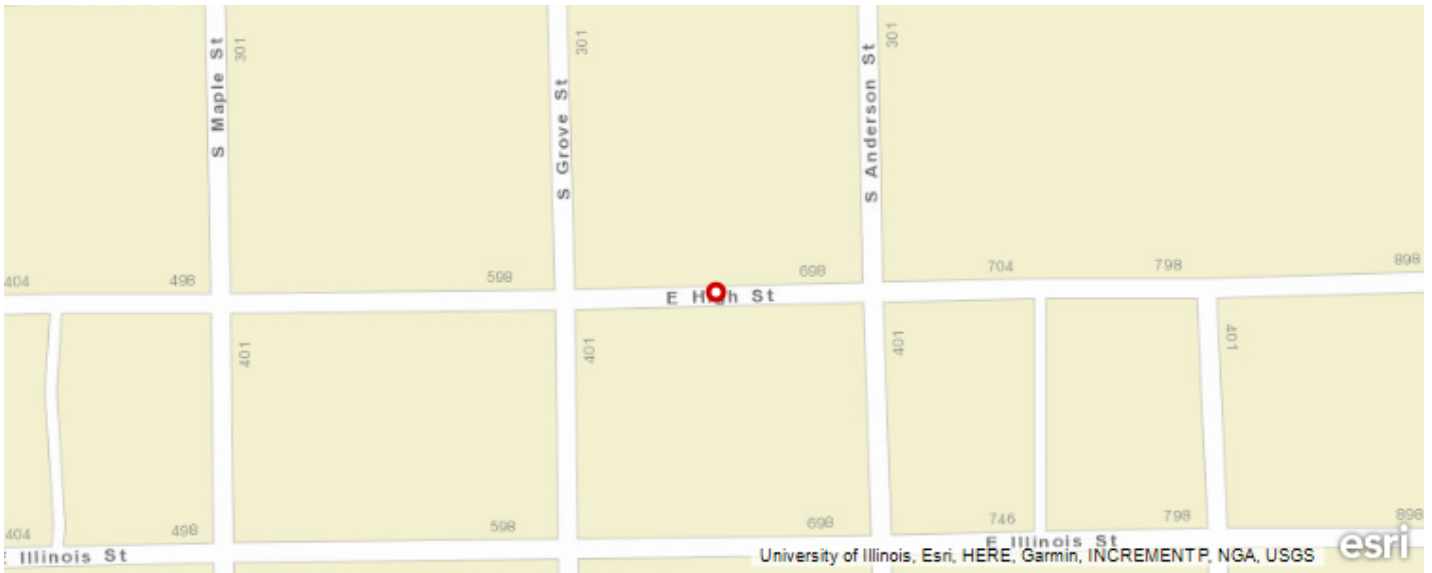
Request Detail

Request ID	Issue	Location	Status	Owner	Department
1955	Traffic Concern	604	Open	John Zeman	PW-Engineering

Description

Email to Traffic Commission:
 A recent traffic accident at S. Anderson and E. High St. (Oct.20, 2025) has brought concerns to neighbors. [case U25-20624]. The concern (besides resulting property damage to 608 1/2 E. High Street) is the frequency we see drivers South or Northbound) fly through YIELD signs along E. High St. Our neighbors request that we come before the Traffic Commission to address these concerns.

Review the intersections of High with Grove and Anderson for stop sign warrants.



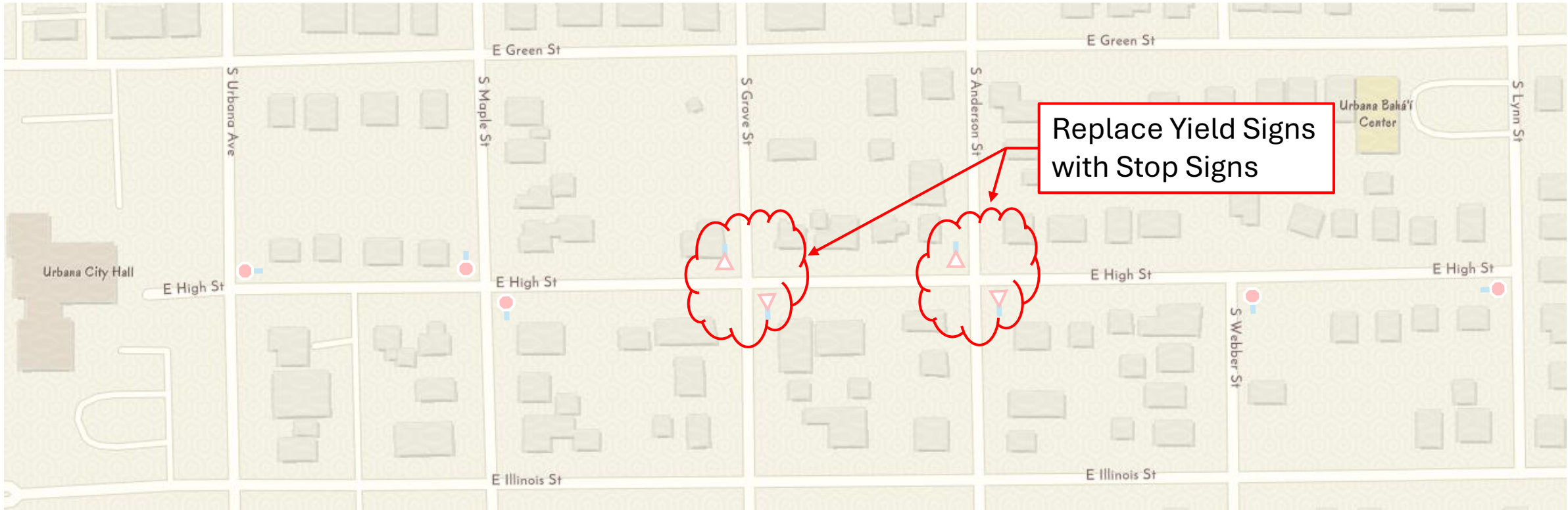
Requester Information

Name	Phone	Observed	Notes
Dennis Roberts		11/3/2025	

Task Information

Task ID	Activity	Asset	Priority	Status	Total Cost
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Traffic Concern, request 1955



LEGEND

- Exist. Stop Sign
- ▽ Exist. Yield Sign



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: March 2, 2026 Committee of the Whole
Subject: An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Vine Street from Pell Circle to Florida Avenue)

Summary

Action Requested

City Council is being asked to pass the attached ordinance that would prohibit on-street parking on both sides of Vine Street from Holmes Street to Florida Avenue and on the east side of Vine Street from Pell Circle to Holmes Street.

Commission Recommendation

During its December 2, 2025 meeting, the Traffic Commission unanimously voted to recommend the prohibition of on-street parking on both sides of Vine Street from Pell Circle to Florida Avenue. The unapproved minutes from this meeting are attached, along with a description of the initial traffic concern and a location map for illustration.

Relationship to City Services and Priorities

Impact on Core Services

Regulating on-street parking is a core service provided by the City, in keeping with Section 23-21 of City Code: “It shall be the general duty of the city traffic engineer to determine the installation and proper timing and maintenance of traffic-control devices, ... to conduct engineering investigations of traffic conditions, to plan the operation of traffic on the streets and highways of this city...” In general, most on-street parking regulations are put in place by an ordinance passed by City Council and recorded in one of the Local Traffic Schedules, such as Schedule J.

Strategic Goals & Plans N/A

Previous Council Actions

As shown in the attached location map, there are existing “No Parking” signs on both sides of Vine Street from George Huff Drive to Florida Avenue and on the west side of Vine Street from Holmes Street to George Huff Drive. However, it appears that only the “No Parking” signs on the west side of Vine Street from Holmes to George Huff are supported by an ordinance – Ordinance No. 7677-

95. City staff were unable to locate any ordinance to support the “No Parking” signs on Vine Street from George Huff to Florida.

Discussion

Additional Background Information

Prohibiting on-street parking on the east side of Vine Street, from Pell Circle to Holmes, is recommended because vehicles parked in this location would obstruct the safe stopping sight distance for northbound drivers. The stopping sight distance is the distance traveled by a vehicle during the time it takes a driver to see and identify a hazard, apply the brakes, and stop the vehicle. If a driver cannot see a hazard far enough in advance, they will not stop their vehicle in time to avoid a collision. A sight distance analysis was completed according to the procedure in the Bureau of Local Roads and Streets Manual published by the Illinois Department of Transportation (IDOT), and this is included as an attachment.

Prohibiting on-street parking on the east side of Vine Street, from Holmes to George Huff, is recommended to provide continuity between the existing “No Parking” regulations north of George Huff and the proposed “No Parking” regulations south of Holmes. Vine Street narrows from 40 feet wide south of Holmes to 30 feet wide north of Holmes, and the narrower width is also a contributing factor for recommending the prohibition of on-street parking north of Holmes.

Community Impact

Following the December 2, 2025 Traffic Commission meeting, I mailed owners and residents of properties adjacent to Vine Street, from Pell Circle to George Huff Drive, to notify them of the proposed on-street parking regulation and ask for input. That notification letter and a map showing the affected properties are included as attachments. We received comments from a few residents before January 26, 2026, and this public input is included as an attachment.

On January 26, 2026, I shared this public input with Deputy Chief of Police Zachery Mikalik. Two days later, Deputy Chief Mikalik agreed with my recommendation to install the “No Parking” signs on both sides of Vine Street from Pell Circle to George Huff Drive as a temporary regulation according to Section 23-22 of City Code. City Code allows a temporary regulation to remain in effect for up to ninety (90) days. The email correspondence between Deputy Chief Mikalik and me is included as an attachment. On January 28, 2026, I mailed the same property owners and residents to notify them that new “No Parking” signs would be installed as a temporary regulation and ask for input. As of February 20, 2026, we had received more input from the same residents who had submitted input earlier and from another resident as well. This public input is also included as an attachment.

I recognize that there is some opposition from adjacent residents to the proposed ordinance because the removal of existing on-street parking will inconvenience them. Thankfully, there have not been numerous or severe crashes in recent years at this segment of Vine Street. The attached ordinance is

not proposed in response to a history of safety problems; rather, it is intended to reduce the risk of crashes. Although Vine Street at this location is classified as a Local Street, it can be considered a high-volume Local Street, with more than 1,000 vehicles per day. In my opinion, the higher volume of traffic is a good reason to reduce traffic safety risks, and the potential safety benefit is worth the cost of inconveniencing the adjacent residents in this case. Ultimately, City Council is asked to decide whether the costs of inconveniencing a group of residents by prohibiting on-street parking in this segment of Vine Street is worth the potential safety benefit of providing stopping sight distance for northbound drivers.

In response to public input, I did change my recommendation for the west side of Vine Street from Pell Circle to allow on-street parking to remain as it is because there was not a compelling justification for it. This was a change from the on-street parking regulation approved by Traffic Commission at its December 2, 2025 meeting. The new “No Parking” signs were installed on February 19, 2026 on the east side of Vine Street from Pell Circle to George Huff Drive as a temporary regulation.

Recommendation

City Council is asked to pass the attached ordinance that would prohibit on-street parking on both sides of Vine Street from Holmes Street to Florida Avenue and on the east side of Vine Street from Pell Circle to Holmes Street.

Next Steps

If the attached ordinance is passed, Staff will update Schedule J of Section 23-183 accordingly. If the attached ordinance is not passed or if some locations are removed from the attached ordinance before passage, Staff will remove all “no parking” signs that are not supported by an ordinance shortly after Council action but no later than May 20, 2026, when the temporary regulation will lapse.

Attachments

1. Ordinance No. 2026-03-___: An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Vine Street from Pell Circle to Florida Avenue).
2. Unapproved Minutes of the December 2, 2025 Meeting of the Traffic Commission.
3. Traffic Concern Request #1956 Detail Report.
4. Location Map of Vine Street from Pell Circle to Florida Avenue.
5. Sight Distance Analysis for Vine Street from Pell Circle to Holmes Street.
6. Public Involvement:
 - a. Map of Properties on Mailing List for Notifications.
 - b. December 8, 2025 Letter: Notification of Proposed Parking Regulation on Vine Street (George Huff to Pell Circle).
 - c. Public Input Received as of January 26, 2026.

- d. January 28, 2026 Email: Concurrence for Temporary Regulation by City Engineer John Zeman and Deputy Chief of Police Zachery Mikalik.
- e. January 28, 2026 Letter: Update about Proposed Parking Regulation on Vine Street (George Huff to Pell Circle).
- f. Public Input Received as of February 20, 2026.

Originated by: John C. Zeman, City Engineer
Reviewed: Vince Gustafson, Public Works Director
Approved: Darius White, City Administrator

ORDINANCE NO. 2026-03-_____

AN ORDINANCE AMENDING SCHEDULE J OF SECTION 23-183 OF THE URBANA LOCAL TRAFFIC CODE PROHIBITING PARKING AT ALL TIMES ON CERTAIN STREETS (VINE STREET FROM PELL CIRCLE TO FLORIDA AVENUE)

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

WHEREAS, the City of Urbana has adopted a local traffic code which is set forth in its ordinances as Section 23.1 et seq.; and

WHEREAS, the City of Urbana, pursuant to the aforesaid traffic code, has the authority to regulate parking on its streets and in its parking lots; and

WHEREAS, the City of Urbana restricts parking on streets to provide public safety and access;

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

Section 1. Schedule J of Section 23-183, entitled "Parking Prohibited at All Times on Certain Streets" of Article XIV of the Urbana Local Traffic Code, shall be and is hereby amended by ADDING to that schedule the following portions of streets where no person shall be permitted to park a vehicle at any time:

<u>Parking Prohibited at All Times</u>	<u>Between</u>	<u>And</u>	<u>Side of Street</u>
Vine Street	Holmes Street	Florida Avenue	Both Sides
Vine Street	Pell Circle	Holmes Street	East Side

Section 2. All ordinances, resolutions, motions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

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 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 _____, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

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

DeShawn B. Williams, Mayor



CITY OF URBANA TRAFFIC COMMISSION

DATE: December 02, 2025
TIME: 12:31 PM
PLACE: 706 South Glover Avenue, Urbana, IL 61802

UNAPPROVED MINUTES

Members Present: Zachery Mikalik, John Zeman

Members Absent: Chaundra Bishop

Others Present: Christina Kelle, Dennis Roberts

A. Call to Order and Roll Call

John Zeman called the meeting to order at 12:31 pm. Roll call was taken. A Quorum of Members was present.

B. Approval of Minutes of Previous Meeting

1. March 4, 2025 Meeting Minutes

John Zeman motioned to approve the minutes, Zachery Mikalik seconded. Motion approved with a unanimous vote.

C. Public Input

Proper signage wanted on High St between Grove St & Anderson St due to the frequency of crashes at this intersection. Email input submitted by Nancy Westcott.

D. Unfinished Business

None

E. New Business

1. 2026 Meeting Schedule

John Zeman reviewed the schedule for meetings in 2026. Meetings will continue to be held on the 1st Tuesday of the last month of the quarter. Zachery Mikalik motioned to approve the 2026 traffic commission meeting schedule. John Zeman seconded. Motion approved with unanimous vote.

2. New Stop Signs and Speed Limit Signs in Beringer Commons

Lori Martinsek submitted two traffic concern requests for Beringer Commons. The first request included 4 additional stop signs be placed at the following locations: Both ends of Clarion St - Clarion & Abbey and Clarion & Beringer, Beacon Hill & Beringer, and Beacon Hill & Haydon. Second request, to add 4 speed limit signs for 25 miles/hour on the medians at the entrances of Beringer & University, High Cross & Beringer, and Slayback. John Zeman agrees that there is a need for Stop signs at the four "T" intersections, therefore, recommending the stop signs go up on a temporary basis for 3 months to review. Public input can be considered before the sign installations are made permanent. If engineering and police can agree on some new traffic control devices, we can put temporary signs up for up to 90 days. After that, we can go to council with the ordinance and allow input from the public. Zackery Mikalik motioned to approve 4 additional stop signs be

placed at both ends of Clarion St - Clarion & Abbey and Clarion & Beringer, Beacon Hill & Beringer, and Beacon Hill & Haydon and speed limit signs. John Zeman seconded. Motion approved with unanimous vote.

3. No parking on Vine Street (Pell Circle to Florida Avenue)

James Quisenberry submitted a traffic concern request regarding no parking on Vine Street that stretches from Florida Ave to George Huff Dr. Currently there are “no parking” signs on both sides of the street from Florida Ave to George Huff Dr, however, there are none on the west side of Vine St from Holmes St to Pell Circle and on the east side from George Huff Dr to Pell Circle. He’s asking to extend the “no parking” signs on both sides of Vine St from George Huff Dr to Pell Circle. John Zeman concurs with James’ request. He recommends that mailers be sent out to neighboring residences prior to installing the signs to allow for public input for a period of about 30 days before heading to council. Motioned to approve the installation of “no parking” signs on both sides of the street – east side from George Huff Dr to south to Pell Circle & on the west side from Holmes St to Pell Circle. Zachery Mikalik seconded. Motion approved with unanimous vote.

4. Stop Signs on High Street at Grove Street and Anderson Street

A recent traffic accident at south Anderson St and east High St has brought concerns to neighbors. After a brief discussion, John agrees with Christina, Dennis and Nancy that we should replace the yield signs with stop signs. These intersections are not appropriate for yield signs based on traffic conditions of the sight line. Motion to approve traffic concern request 1955 to replace yield signs with stop signs on High St at Grove St & Anderson St. Zachery Mikalik seconded. Motion approved with unanimous vote.

F. Adjournment

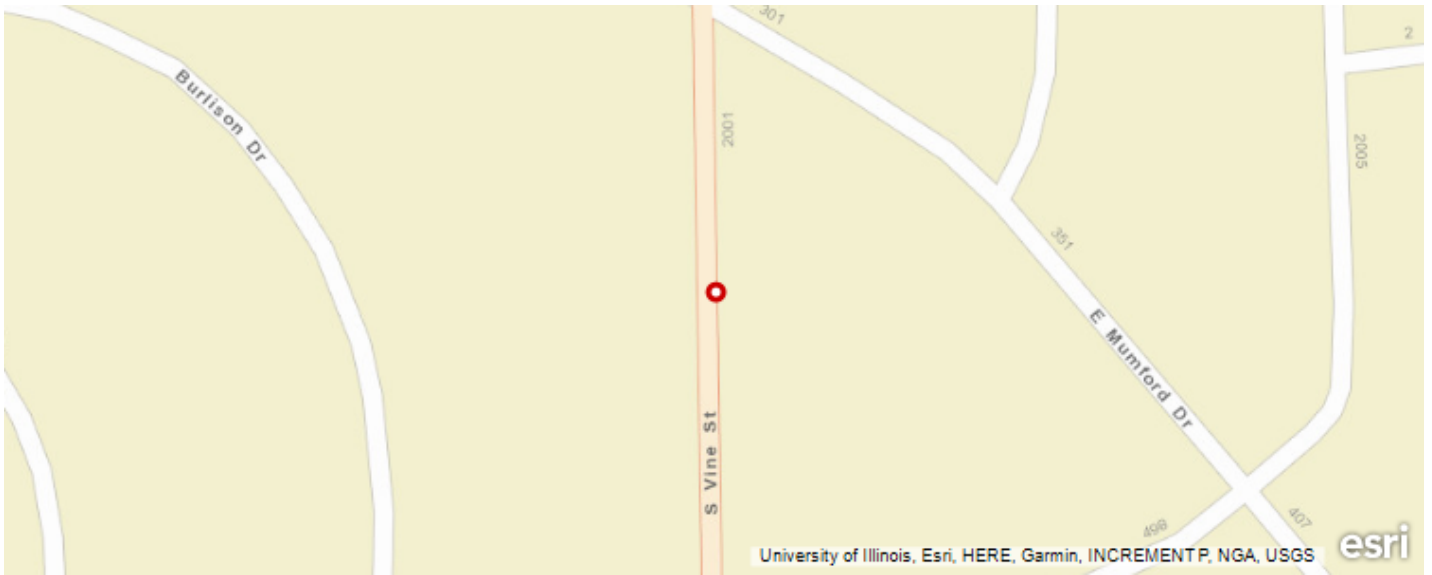
The meeting adjourned at 1:20 p.m.

Request Detail

Request ID	Issue	Location	Status	Owner	Department
1956	Traffic Concern	2006	Open	John Zeman	PW-Engineering

Description

Email to City Staff:
 I have looked at this a while back, before I was on city council so before 2021, and thought there had been an entry that listed no parking on both sides of Vine Street from Florida to George Huff. There are no parking signs on both side of the street for this stretch. I want to ask the Traffic Commission to extend the no parking on both sides to Holmes Street because Vine narrows about 200' North of Holmes, and is the same width from there to Florida. Although the street is wider from Holmes to McHenry, it also curves, so intend to ask them to consider eliminating parking on one or both sides there as well.



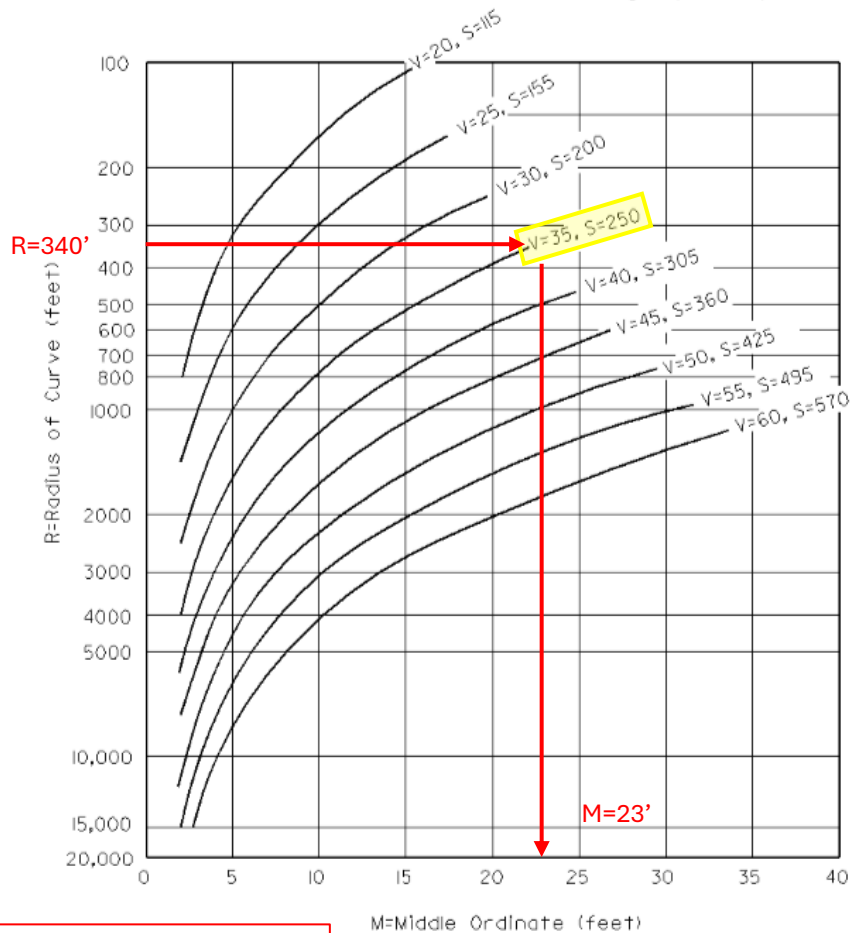
Requester Information

Name	Phone	Observed	Notes
James Quisenberry		10/7/2025	

Task Information

Task ID	Activity	Asset	Priority	Status	Total Cost
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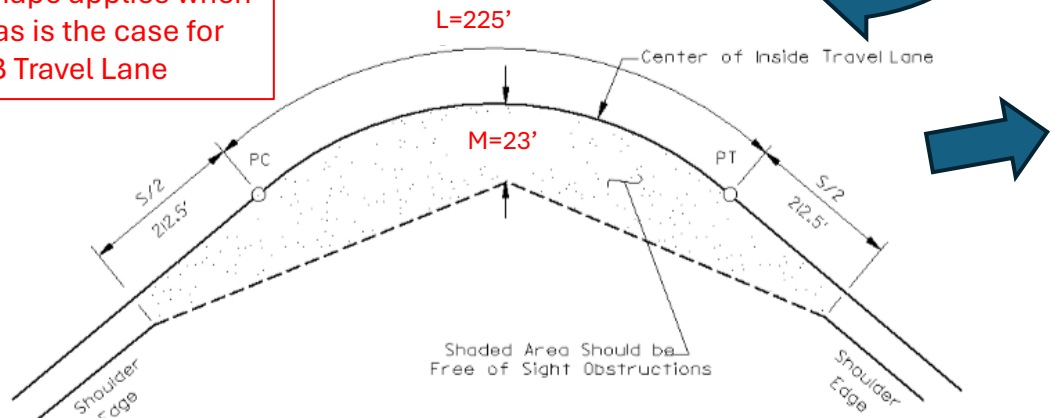
Item F2.



Design speed (V) is the posted speed limit (30 mph) plus 5 mph = 35 mph

Stopping sight distance (S) for 35 mph design speed (V) is 250 feet.

This shape applies when $L < S$, as is the case for the NB Travel Lane



Procedure and figures according to the IDOT Bureau of Local Roads & Streets Manual, Section 29-5.



Shaded area should be free of sight obstructions like parked vehicles, not counting trees or poles

Vine Street - George Huff Dr. to Pell Cir.

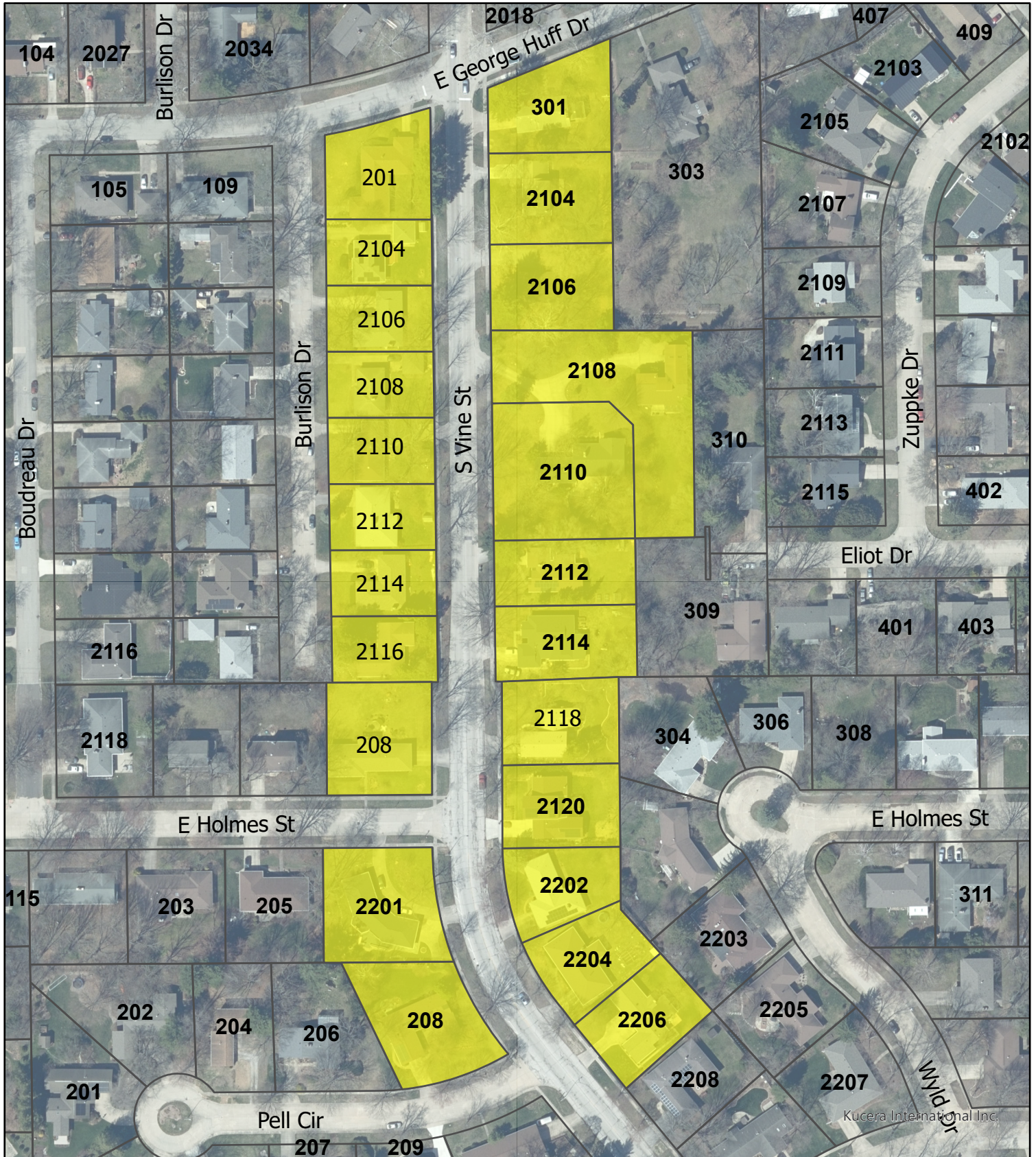
Item F2.

Date created: 12/02/2025


Created by: Urbana Public Works, (217) 384 - 2342

Data sources: CCGIS Consortium, Urbana Public Works

Mailing List Exhibit



Legend

 Vine_Street_George_Huff_to_Pell_Circle_properties



706 Glover Ave • Urbana IL 61802 • (217) 384-2342

December 8, 2025

[Name]

[Address]

[Address]

Subject: Notification of Proposed Parking Regulation on Vine Street (George Huff to Pell Circle)

Dear Sir or Madam,

The Urbana Traffic Commission has proposed to remove on-street parking from both sides of Vine Street between George Huff Drive and Pell Circle. There is currently no parking allowed on both sides of Vine Street from Florida Avenue to George Huff Drive and no parking allowed on the west side of Vine Street from George Huff Drive to Holmes Street. The Traffic Commission reviewed a request from a member of the public to remove on-street parking in this segment of Vine Street because the street is narrower north of Holmes Street and the curve between Holmes Street and Pell Circle is sharp. The curve between Holmes Street and Pell Circle is sharp enough that on-street parking on the east side of Vine Street would inhibit sight distance, such that I recommended we remove on-street parking for traffic safety. I also recommended removing on-street parking for both sides of Vine Street up to George Huff Drive for continuity with the existing parking regulations.

As the resident or owner of a property adjacent to this segment of Vine Street, I am notifying you of the proposed change to on-street parking and inviting you to contact me if you have any questions or would like to provide input. You may contact me by calling 217-384-2390 or emailing john.zeman@urbanail.gov.

We plan to install “No Parking This Side of Street” signs on both sides of Vine Street between George Huff Drive and Pell Circle no earlier than January 20, 2026. The new parking regulations would be in effect as a temporary traffic regulation for up to ninety (90) days until City Council were to approve an ordinance to make the parking regulations permanent.

Sincerely,

John C. Zeman, PE, SE
City Engineer

Email from Jennifer Heath (2114 S Vine) on 12/11/2025:

I just received your letter regarding the parking changes from George Huff to Pell Circle, thank you. Can something be done about the speed of traffic as well? Many motorists, when traveling east, hit the McHenry stop sign and then accelerate aggressively. Numerous vehicles round the mentioned curve at speeds much higher than 30 mph. Thank you for looking into this.

Email from Ray Thomsen (2202 S Vine) on 12/14/2025:

Hello, my name is Ray Thomsen. I have received your letter concerning possible changes concerning street parking on Vine St.

I agree disallowing street parking on Vine St. between Huff Drive and Holmes St. is a good idea. However, I have some issues with extending that to Pell Circle. The way I see it that extension would affect four properties. My home at 2202 South Vine St.; my direct southern neighbor 2204 South Vine and two homes on the west side of the street namely 2201 South Vine, 208 Pell Circle.

2201 S Vine has a long curved drive between Holmes and Vine with available parking for a minimum of five cars, probably more with care and parking on Holmes. So, impact would be minimal at best.

208 Pell Circle obviously faces Pell Circle and has street parking on Pell. Hence they are also not meaningfully impacted.

2201 S Vine would be restricted. Both they and I have lived in our respective homes for over 20 years and in that time I have never seen them park on the street. So, while it technically impacts them, I doubt they have any concerns.

Which leaves me. Occasionally vendors when working in or at my home will park on the street or sometimes I'll park on the street so they can park in my driveway. Specifically during the mowing season a vendor parks on the street with their trailer in front of my property on a weekly basis. There are other reasons which causes me to occasionally park on the street. And while I would technically agree parking in front of my property reduces vision along the path of the curve of the road I don't feel it is a substantial problem. I have observed traffic on Vine St. while I was parked on the street many times including during "rush hour" and have seen traffic flowing in both directions simultaneously without any noticeable speed reduction.

I would request and greatly appreciate if the city would end the no street parking zone at Holmes St. If the city does extend it to Pell Circle despite my request, I hope any

signage on along my property to be added to the existing bus stop sign as opposed to adding an additional signage.

Notes from Phone Call with Charles Warmbrunn (2110 S Vine) on 12/18/2025:

He has been living on Vine Street since 2000. His observation is that residents only use the on-street parking during holidays or special events. He sees a lot of on-street parking on George Huff already, and he has concerns about more on-street parking moving to the side streets. He is opposed to the recommended changes to no-parking because the status quo has been in effect for so long without a lot of crashes. Charles would like to be notified of the next steps, especially Council



Re: Traffic Commission: Next Steps for No Parking on Vine Street (Pell Circle to Florida Avenue)

From Zachery Mikalik <Zachery.Mikalik@UrbanalL.gov>

Date Wed 1/28/2026 8:05 AM

To John Zeman <John.Zeman@UrbanalL.gov>

Thanks for the follow-up and for putting this together. I've reviewed the attachments and I agree there's nothing in the feedback that changes the original recommendation. I support moving ahead with the temporary No Parking signs in the proposed areas through early March.

From: John Zeman <John.Zeman@UrbanalL.gov>

Sent: Monday, January 26, 2026 2:45:58 PM

To: Zachery Mikalik <Zachery.Mikalik@UrbanalL.gov>

Cc: Maishah Alin <Maishah.Alin@UrbanalL.gov>

Subject: Traffic Commission: Next Steps for No Parking on Vine Street (Pell Circle to Florida Avenue)

Zach,

I want to follow up with you about the No Parking on Vine Street item that we discussed at the December Traffic Commission meeting. Attached is the agenda packet for your reference. Basically, I proposed that we add No Parking restrictions on the east side of Vine Street from George Huff to Holmes Street and on both sides of Vine Street from Holmes to Pell Circle.

In mid-December we mailed out a written notice to the residents and property owners of the properties that are immediately adjacent to the proposed No Parking restrictions. The attached map shows the properties that we notified. After 30 days from the notices going out, I received input by phone or email from three properties. Along with the original traffic concern, I have summarized the public input we received in the attached Word document.

I don't believe the input we received from the public provides persuasive reasons, nor was there enough opposition voiced, to deviate from my recommendations. Please review the input we received and let me know your thoughts. Do you support us installing No Parking signs in the proposed areas as a temporary measure (for up to 90 days) until we seek Council approval in early March?

For your reference, here is the section of City Code that gives us the authority to put up temporary traffic regulations, if we are in agreement:

Sec. 23-22. - Temporary and experimental regulations.

- (a) The chief of police, by and with the approval of the city traffic engineer, is hereby empowered to make regulations necessary to make effective the provisions of the traffic ordinances of this city and, with notice to the city council, make and enforce temporary or

experimental regulations to cover special conditions. For the purposes of this section, no report to the city council shall be provided by a report by the chief of police or the city traffic engineer to the traffic commission regarding such temporary or experimental regulations that have been put into effect and the inclusion of such report in the minutes of the traffic commission. No such temporary or experimental regulation shall remain in effect for more than ninety (90) days.

Item F2.

(b) The city traffic engineer may test traffic-control devices under actual conditions of traffic.

(Ord. No. 9697-123, § 23-2-2, 4-21-97)

Happy to discuss this with you over the phone or in person, if you'd like.

Thanks,

John C. Zeman, PE, SE
City Engineer

Public Works Department | City of Urbana
706 Glover Ave | Urbana, Illinois 61802
217.384.2390



Under the Illinois Freedom of Information Act (FOIA), any written communication to or from City of Urbana employees, officials or board and commission members regarding City of Urbana business is a public record and may be subject to public disclosure.

706 Glover Ave • Urbana IL 61802 • (217) 384-2342

January 28, 2026

[Name]

[Address]

[Address]

Subject: Update about Proposed Parking Regulation on Vine Street (George Huff to Pell Circle)

Dear Sir or Madam,

In early December 2025, we notified you that the Urbana Traffic Commission proposed to remove on-street parking from both sides of Vine Street between George Huff Drive and Pell Circle. We were contacted by a few residents and owners of properties adjacent to this segment of Vine Street, and they provided input. I reviewed the public input with the Deputy Chief of Police, and we agreed that the content and volume of public input received did not lead us to change our proposal to remove on-street parking.

We will install “No Parking This Side of Street” signs on both sides of Vine Street between George Huff Drive and Pell Circle in the coming days. The new parking regulations will be in effect as a temporary traffic regulation for up to ninety (90) days until City Council were to approve an ordinance to make the parking regulations permanent. I plan to propose an ordinance for these parking regulations to City Council starting at the Committee of the Whole meeting on Monday, March 2, 2026. The meeting will likely be at 7:00 PM, though you should check the City’s website in advance to verify the meeting time. I will provide Council with the public input we received, along with our recommendation.

You are still able to provide input at this time. You may contact me by calling 217-384-2390 or emailing john.zeman@urbanail.gov; you may contact your Ward 7 Council Member, James Quisenberry, by calling 217-282-0255 or emailing james.quisenberry@urbanail.gov; or you may attend the Committee of the Whole meeting to provide public comment.

Sincerely,

John C. Zeman, PE, SE
City Engineer

Email from Lisa Huang (2204 S Vine) on 02/01/2026:

I am Huang, a resident of Urbana living on Vine Street.

I received the letter from you regarding the parking restrictions on Vine Street. Thank you for your work to make parking safer in Urbana; we are in support of having a portion of Vine Street restricted.

However, we would like to suggest that the restriction be changed to be from George Huff Drive to Holmes Street, rather than from George Huff Drive to Holmes Street.

The section of Vine Street from between Holmes Street and Pell Circle, which is included in your proposal, is wide enough to safely support the parking of vehicles, which is why we believe it should be available and accessible for parking.

It is necessary to restrict parking on the section of Vine Street between George Huff Drive and Holmes Street, because the road is narrow on that section of the street.

However, the road is wide enough to park safely on starting from Holmes Street all the way to Windsor Street, so we believe that the section of Vine Street from Holmes Street to Pell Circle should be available and accessible for parking.

Thank you for your consideration.

Sincerely,
Huang

Email conversation between Jennifer Heath (2114 S Vine) and John Zeman (City Engineer):

Sent 02/04/2026 at 8:14 AM

Mr. Zeman,

We received your notice regarding the installation of 'no parking' signs on Vine Street between George Huff and Pell Circle, thank you. Will anything be done about the amount of dangerous speeding that occurs in this area?

Jennifer Heath

Sent 02/19/2026 at 12:14 PM

Jennifer,

I have shared your concerns about vehicles speeding on this segment of Vine Street. If Police are available to dedicate targeted enforcement of speeding in this area, that is the best we can do at this time.

Thanks,

John

Sent 02/19/2026 at 1:22 PM

Are you able to post speed limit signs? Thank you.

Sent 02/20/2026 at 2:34 PM

Jennifer,

Typically we would not post speed limit signs for the default speed limit of 30 mph, but there are cases when it makes sense. Because Vine Street is a higher volume street which could warrant posting the speed limit. Windsor Road to the south is a 40 mph street - sometimes it makes sense to remind drivers when they turn onto Vine that it isn't 40 mph anymore. We can review this suggestion. Are your concerns of speeding on Vine Street primarily between George Huff and Holmes, or are there other locations on Vine Street where you have concerns?

Thanks,

John

Email conversation between Ray Thomsen (2202 S Vine) and John Zeman (City Engineer) on 02/19/2026:

Sent 8:55 AM

Ray,

Good morning. I'm considering allowing on-street parking to remain on the west side of Vine Street from Holmes to Pell Circle. Would that alleviate some of your concerns?

Thanks,

John

Sent 9:14 AM

John,

Seeing as I live on the east side of Vine I don't see how that would alleviate any of the inconvenience of the removal of parking access to my property. Additionally, it seems counter-intuitive to me. Wouldn't it make more sense to restrict it on the west since it is the outside of the curve in the road? Both north and south bound traffic continuing on a straight path will run into the west side of Vine Street. Consequently, it would seem logical to remove the parking on the west side and allow it on the east side.

On the off chance you misspoke, and you meant to allow parking from Holmes to Pell Circle on the east side of Vine, then yes -- that would alleviate my concerns as it would maintain parking access to my property.

Also, the signs are already up. Did the city workers jump the gun? I thought the council hadn't approved the change yet.

Sincerely

Ray Thomsen

Sent 9:33 AM

Ray,

Thank you for the quick response. No, I didn't misspeak. My recommendation is to remove on-street parking on the east of Vine Street, the inside of the curve, because vehicles parked on the east side can obstruct the sight distance of northbound vehicles - they wouldn't see a stopped car in enough time to safely stop.

Our crew is installing the No Parking signs as a temporary regulation, pending approval by City Council before they can be left permanently in place. This item will go to Council on Monday, March 2.

Thanks,

John

Sent 9:48 AM

John,

Has this ever happened? Is there record of an accident report where parking in this area was cited as a contributing factor?

It is my opinion you are trying to solve a problem that does not exist. Does it decrease the chances of an accident? Sure. We could also decrease the chances by reducing the speed limit to 15 mph. You are proposing to remove legal parking access to my property. Which unsurprisingly, I consider inconvenient and as far as I am concerned, it is unnecessary.

Sincerely

Ray Thomsen

Notes from Phone Conversation with Charles Warmbrunn (2110 S Vine) on 02/20/2026:

I think the current parking situation has been in place since the 1950's. It sounds like you don't have a good reason to remove parking between George Huff and Holmes except to make it consistent with the no parking that is north of George Huff. People on this segment of Vine Street bought their homes knowing that there was on-street parking, and now you propose to take that away.

If you're concerned about safety at the sharp curve, why not reduce the speed limit at the curve, like to 25 mph? Will you go to other sharp curves in the City and remove parking from there as well? Nearby examples of sharp curves with parking on both sides are Mumford between Zuppke and Cureton and Scovill at Cottage Grove.



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: March 2, 2026 Committee of the Whole
Subject: An Ordinance Amending Schedule H of Section 23-93 of the Urbana Local Traffic Code Requiring Stop Signs at Certain Intersections (Four Intersections in Beringer Commons Subdivision)

Summary

Action Requested

City Council is being asked to pass the attached ordinance that would require approaching traffic on the terminating legs of four (4) T-intersections in the Beringer Commons Subdivision to stop before entering the intersection: Beacon Hill Circle at Beringer Circle, Clarion Road at Abbey Road, Clarion Road at Beringer Circle, and Haydon Drive at Beacon Hill Circle.

Commission Recommendation

During its December 2, 2025 meeting, the Traffic Commission unanimously voted to recommend the new stop signs as proposed in the attached ordinance. The unapproved minutes from this meeting are attached, along with a description of the initial traffic concern and a location map for illustration. Following Traffic Commission approval, the new stop signs were installed on January 12, 2026 as a temporary regulation allowed by Section 23-22 of City Code.

Relationship to City Services and Priorities

Impact on Core Services

Traffic control at the intersection of streets is a core service provided by the City, as stated in Section 23-21 of City Code: “It shall be the general duty of the city traffic engineer to determine the installation and proper timing and maintenance of traffic-control devices, ... to plan the operation of traffic on the streets and highways of this city.”

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Additional Background Information

Each of the four (4) intersections listed above is currently uncontrolled, with no stop signs on any leg. The addition of stop signs for the minor leg (terminating leg) of a three-leg intersection (T-

intersection) would indicate the appropriate right-of-way at each intersection and be consistent with the signage pattern throughout this subdivision.

Recommendation

City Council is asked to pass the attached ordinance that would require approaching traffic on the terminating legs of four (4) T-intersections in the Beringer Commons Subdivision to stop before entering the intersection: Beacon Hill Circle at Beringer Circle, Clarion Road at Abbey Road, Clarion Road at Beringer Circle, and Haydon Drive at Beacon Hill Circle.

Next Steps

If the attached ordinance is passed, staff will update Schedule H of Section 23-93 accordingly.

Attachments

1. Ordinance No. 2026-03-___: An Ordinance Amending Schedule H of Section 23-93 of the Urbana Local Traffic Code Requiring Stop Signs at a Certain Intersection (Four Intersections in Beringer Commons Subdivision).
2. Unapproved Minutes of the December 2, 2025 Meeting of the Traffic Commission.
3. Traffic Concern Request #1049 Detail Report.
4. Location Map for Beringer Commons Subdivision.

Originated by: John C. Zeman, City Engineer

Reviewed: Vince Gustafson, Public Works Director

Approved: Darius White, City Administrator

ORDINANCE NO. 2026-03-_____

**AN ORDINANCE AMENDING SCHEDULE H OF SECTION 23-93
OF THE URBANA LOCAL TRAFFIC CODE
REQUIRING STOP SIGNS AT CERTAIN INTERSECTIONS
(FOUR INTERSECTIONS IN BERINGER COMMONS SUBDIVISION)**

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

WHEREAS, the City of Urbana has adopted a local traffic code, which is set forth in its ordinances as Section 23.1 et seq.; and

WHEREAS, the City of Urbana, pursuant to the aforesaid traffic code, has the authority to install and maintain traffic-control devices on its streets.

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

Section 1. Schedule H of Section 23-93, entitled "Other intersections where stop required" of Article VIII of the Urbana Local Traffic Code, shall be and is hereby amended by ADDING to that schedule the following intersections where drivers of vehicles shall be required to stop before entering the intersections:

<u>Name of Street</u>	<u>Direction</u>	<u>Intersecting Street</u>
Beacon Hill Circle	Southbound	Beringer Circle
Clarion Road	Westbound	Abbey Road
Clarion Road	Eastbound	Beringer Circle
Haydon Drive	Eastbound	Beacon Hill Circle

Section 2. All ordinances, resolutions, motions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

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 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 _____, 2026.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

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

DeShawn B. Williams, Mayor



CITY OF URBANA TRAFFIC COMMISSION

DATE: December 02, 2025
TIME: 12:31 PM
PLACE: 706 South Glover Avenue, Urbana, IL 61802

UNAPPROVED MINUTES

Members Present: Zachery Mikalik, John Zeman

Members Absent: Chaundra Bishop

Others Present: Christina Kelle, Dennis Roberts

A. Call to Order and Roll Call

John Zeman called the meeting to order at 12:31 pm. Roll call was taken. A Quorum of Members was present.

B. Approval of Minutes of Previous Meeting

1. March 4, 2025 Meeting Minutes

John Zeman motioned to approve the minutes, Zachery Mikalik seconded. Motion approved with a unanimous vote.

C. Public Input

Proper signage wanted on High St between Grove St & Anderson St due to the frequency of crashes at this intersection. Email input submitted by Nancy Westcott.

D. Unfinished Business

None

E. New Business

1. 2026 Meeting Schedule

John Zeman reviewed the schedule for meetings in 2026. Meetings will continue to be held on the 1st Tuesday of the last month of the quarter. Zachery Mikalik motioned to approve the 2026 traffic commission meeting schedule. John Zeman seconded. Motion approved with unanimous vote.

2. New Stop Signs and Speed Limit Signs in Beringer Commons

Lori Martinsek submitted two traffic concern requests for Beringer Commons. The first request included 4 additional stop signs be placed at the following locations: Both ends of Clarion St - Clarion & Abbey and Clarion & Beringer, Beacon Hill & Beringer, and Beacon Hill & Haydon. Second request, to add 4 speed limit signs for 25 miles/hour on the medians at the entrances of Beringer & University, High Cross & Beringer, and Slayback. John Zeman agrees that there is a need for Stop signs at the four "T" intersections, therefore, recommending the stop signs go up on a temporary basis for 3 months to review. Public input can be considered before the sign installations are made permanent. If engineering and police can agree on some new traffic control devices, we can put temporary signs up for up to 90 days. After that, we can go to council with the ordinance and allow input from the public. Zackery Mikalik motioned to approve 4 additional stop signs be

placed at both ends of Clarion St - Clarion & Abbey and Clarion & Beringer, Beacon Hill & Beringer, and Beacon Hill & Haydon and speed limit signs. John Zeman seconded. Motion approved with unanimous vote.

3. No parking on Vine Street (Pell Circle to Florida Avenue)

James Quisenberry submitted a traffic concern request regarding no parking on Vine Street that stretches from Florida Ave to George Huff Dr. Currently there are “no parking” signs on both sides of the street from Florida Ave to George Huff Dr, however, there are none on the west side of Vine St from Holmes St to Pell Circle and on the east side from George Huff Dr to Pell Circle. He’s asking to extend the “no parking” signs on both sides of Vine St from George Huff Dr to Pell Circle. John Zeman concurs with James’ request. He recommends that mailers be sent out to neighboring residences prior to installing the signs to allow for public input for a period of about 30 days before heading to council. Motioned to approve the installation of “no parking” signs on both sides of the street – east side from George Huff Dr to south to Pell Circle & on the west side from Holmes St to Pell Circle. Zachery Mikalik seconded. Motion approved with unanimous vote.

4. Stop Signs on High Street at Grove Street and Anderson Street

A recent traffic accident at south Anderson St and east High St has brought concerns to neighbors. After a brief discussion, John agrees with Christina, Dennis and Nancy that we should replace the yield signs with stop signs. These intersections are not appropriate for yield signs based on traffic conditions of the sight line. Motion to approve traffic concern request 1955 to replace yield signs with stop signs on High St at Grove St & Anderson St. Zachery Mikalik seconded. Motion approved with unanimous vote.

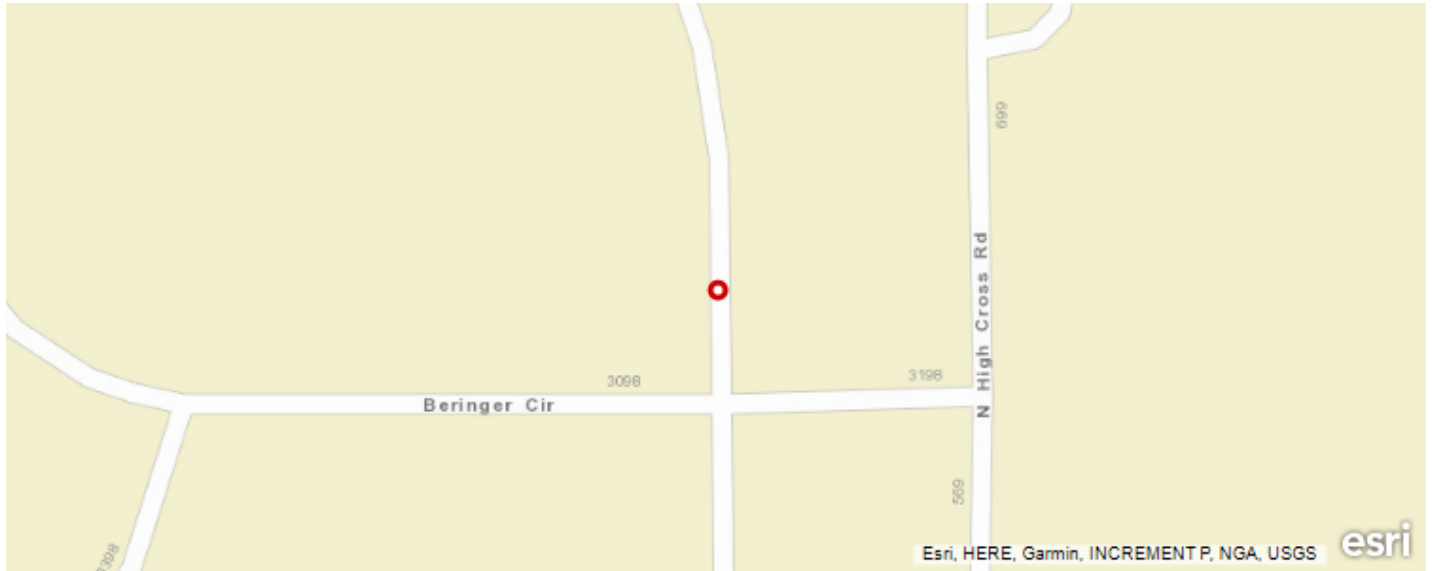
F. Adjournment

The meeting adjourned at 1:20 p.m.

Request Detail

Request ID	Issue	Location	Status	Owner	Department
1049	Traffic Concern	Beacon Hill Cir	Open	Maishah Alin	PW-Engineering

Description Due to the construction of additional housing in the area, she is requesting 4 additional stop signs be placed at the following locations:
 Both ends of Clarion St - Clarion & Abbey and Clarion & Beringer
 1 on Beacon Hill
 1 at Beacon Hill & Haven



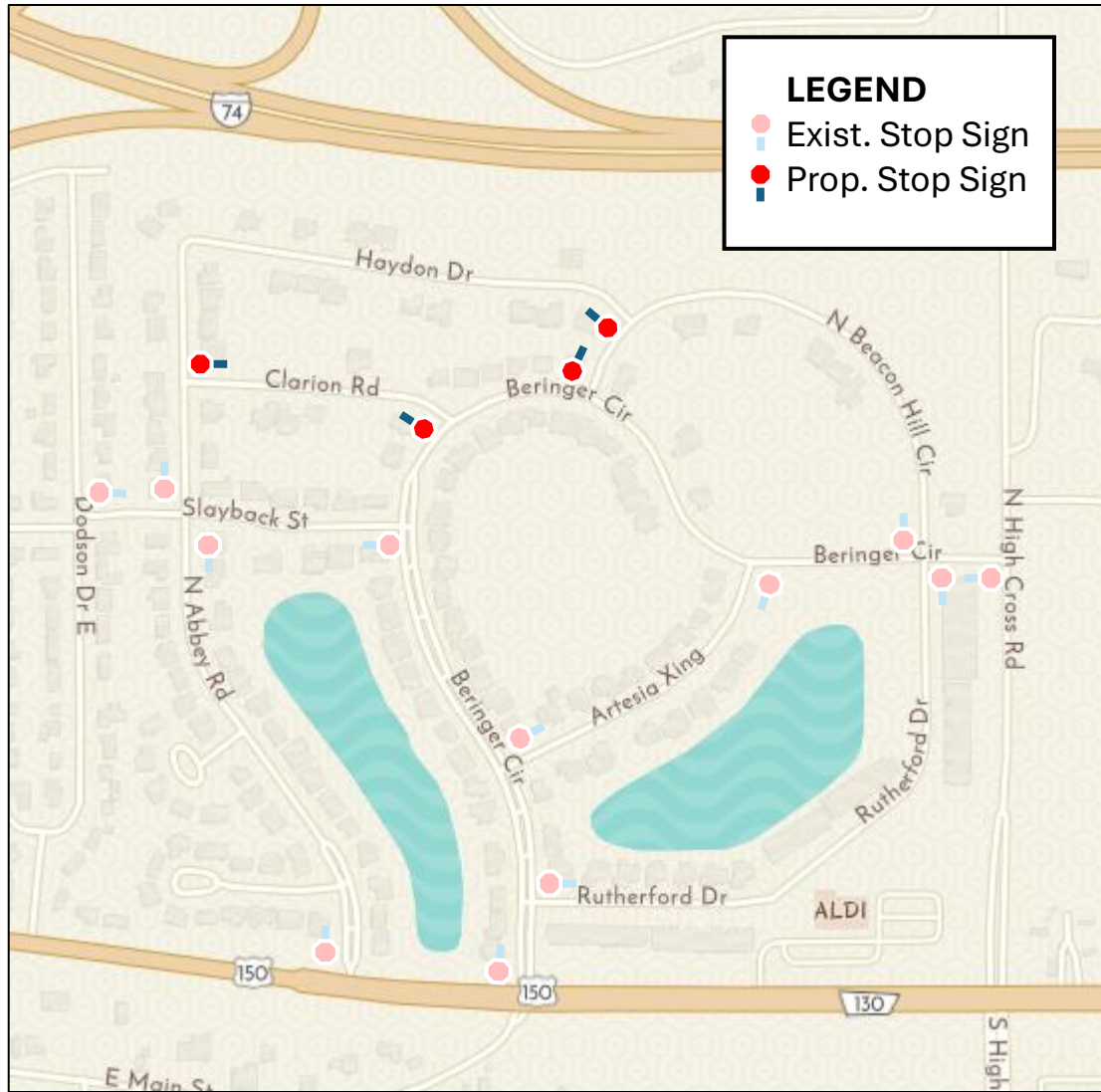
Requester Information

Name	Phone	Observed	Notes
Lori Martinsek		5/7/2025	

Task Information

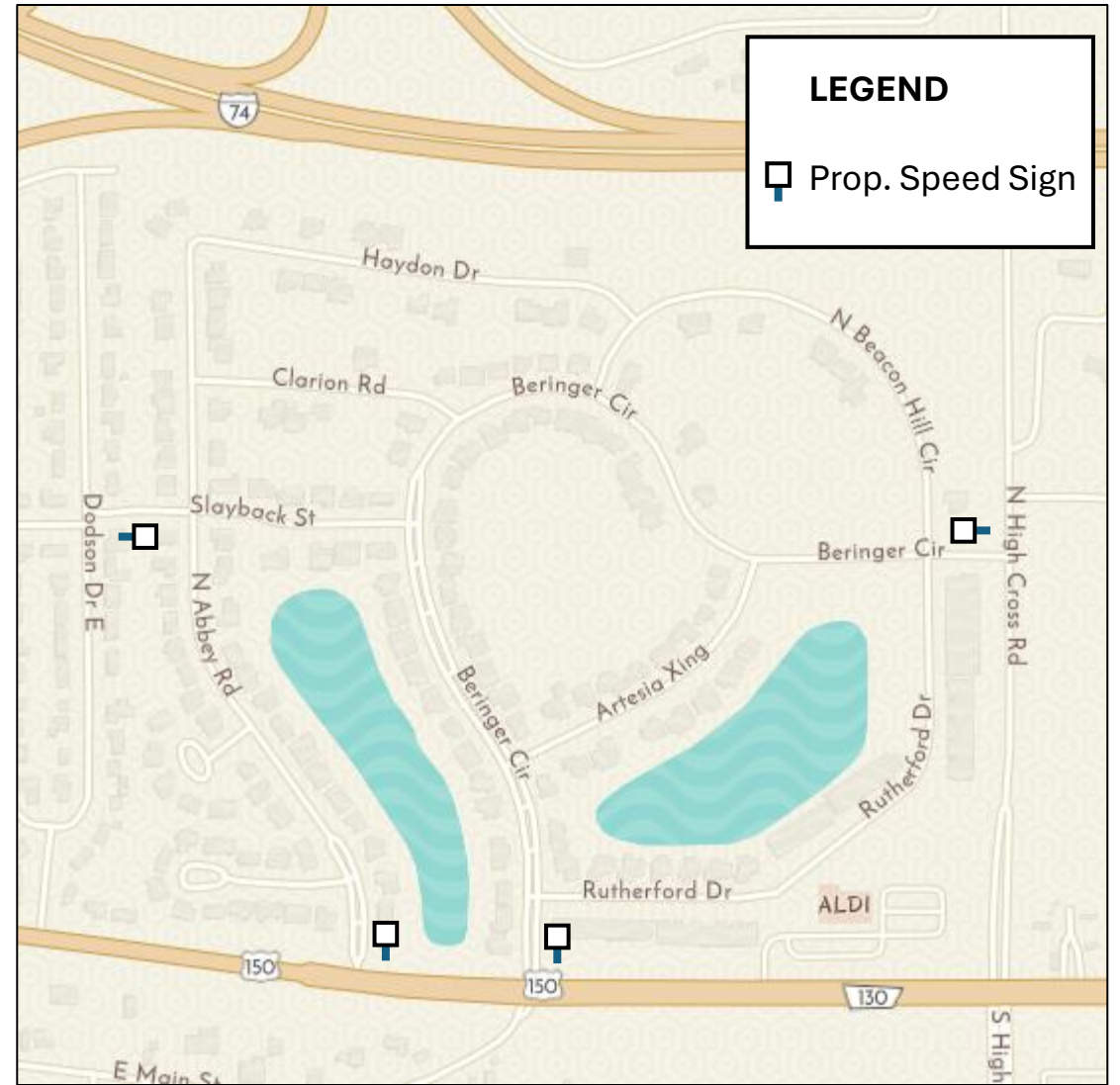
Task ID	Activity	Asset	Priority	Status	Total Cost
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Traffic Concern, request 909



Traffic Concern, request 1049

Item F3.





MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: March 2, 2026 Committee of the Whole
Subject: A Resolution Authorizing the Mayor to Execute a Right-of-Way Dedication (N. Lincoln Avenue along the Frontage of 1407 N. Lincoln Avenue - Former Fire Station #3)

Summary

Action Requested

City Council is being asked to pass the attached resolution that would authorize the Mayor to execute a Right-of-Way Dedication, allowing the City to dedicate additional street right-of-way from the City's property at 1407 N. Lincoln Avenue to the public for sidewalk and street usage.

Brief Background

The current sidewalk and street in front of 1407 N. Lincoln Avenue are within "prescriptive" right-of-way because there has never been an actual dedication of right-of-way. The former Fire Station #3 at this location has been replaced with the new Fire Station #3 on Bradley Avenue. The City plans to demolish the former fire station building and lease the property at 1407 N. Lincoln Avenue for development of the proposed HeartStrong Grocery. Since the HeartStrong Grocery development is in an early planning phase, now is an opportune time for the City to dedicate the area containing their public facilities (sidewalk, street, etc.) in the form of street right-of-way.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans N/A

Previous Council Actions N/A

Discussion

Fiscal and Budget Impact

The financial impact would be negligible since the City already maintains the area proposed to be dedicated.

Recommendation

City Council is asked to pass the attached resolution that would authorize the Mayor to execute a Right-of-Way Dedication, allowing the City to dedicate additional street right-of-way from the City's property at 1407 N. Lincoln Avenue to the public for sidewalk and street usage.

Next Steps

If the attached resolution is passed, the Mayor will execute the Right-of-Way Dedication, City staff will record the Dedication with the Champaign County Recorder, and the City will continue with maintenance of this area.

Attachments

1. Resolution No. 2026-03-___R: A Resolution Authorizing the Mayor to Execute a Right-of-Way Dedication (N. Lincoln Avenue along the Frontage of 1407 N. Lincoln Avenue – Former Fire Station #3).
2. Dedication of Right-of-Way for Public Road Purposes (N. Lincoln Avenue along the Frontage of 1407 N. Lincoln Avenue – Former Fire Station #3).

Originated by: Daniel A. Rothermel, Land Surveyor

John C. Zeman, City Engineer

Reviewed: Vince Gustafson, Public Works Director

Approved: Darius White, City Administrator

RESOLUTION NO. 2026-03- R**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A
RIGHT-OF-WAY DEDICATION**

(N. Lincoln Avenue along the Frontage of 1407 N. Lincoln Avenue – Former Fire Station #3)

WHEREAS, the City Council, in its discretion and consistent with applicable law, may authorize, by resolution, the Mayor to execute right-of-way dedications on behalf of the City for use of public rights-of-way on property owned by the City; and

WHEREAS, the City Council, after due consideration, finds that approving the dedication 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 RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

A Right-of-Way Dedication by the **City of Urbana** for Use of Right-of-Way (N. Lincoln Avenue frontage along 1407 N. Lincoln Avenue – former Fire Station #3), in substantially the form of the copy of said dedication attached hereto and hereby incorporated by reference, is hereby authorized and approved. The Mayor of the City of Urbana is hereby authorized to execute and deliver said dedication as so authorized and approved for and on behalf of the City of Urbana.

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

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

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

DeShawn B. Williams, Mayor

STATE OF ILLINOIS
 COUNTY OF CHAMPAIGN
 CITY OF URBANA

DEDICATION OF RIGHT OF WAY FOR PUBLIC ROAD
 PURPOSES

THIS INDENTURE WITNESSETH, that the Grantor, the **The City of Urbana, Illinois, a Municipal Corporation of the State of Illinois**, for and in consideration of the benefits resulting from the construction and maintenance of the public roadway herein referred to, and other good and valuable consideration, does by these presents, hereby grant, convey and dedicate to **The City of Urbana, Illinois, a municipal corporation**, for the purpose of a public right of way for Public road purposes, a tract of land situated in the Northeast Quarter of Section 7, Township 19 North, Range 9 East of the Third Principal Meridian, Champaign County, Illinois, and being more particularly described as follows:

Commencing at the southeast corner of Lot 1 of Bushmann's Subdivision, as shown in Document Number 2004R27962, recorded in the Office of the Recorder of Deeds, Champaign County, Illinois, said point being on the existing westerly Right-of-Way line of N. Lincoln Avenue; thence S 00°37'27" E along the existing westerly Right-of-Way line of N. Lincoln Avenue, a distance of 18.89 feet to an iron pin survey monument found for the Point of Beginning; thence N 89°22'33" E along the existing Right-of-Way line of N. Lincoln Avenue, a distance of 17.00 feet to an iron pin survey monument set on the existing westerly Right-of-Way line of N. Lincoln Avenue; thence S 00°37'27" E along the existing westerly Right-of-Way line of N. Lincoln Avenue, a distance of 116.16 feet to an iron pin survey monument set on the south line of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter of Section 7, Township 19 North, Range 9 East of the Third Principal Meridian; thence S 89°27'44" W along the south line of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter of said Section 7, a distance of 17.00 feet to an iron pin survey monument set; thence N 00°37'27" W along a line parallel with and 17.00 feet westerly of the existing westerly Right-of-Way line of N. Lincoln Avenue, a distance of 116.13 feet to the Point of Beginning.

Said tract having an area of 1,974 square feet, more or less, all situated in the City of Urbana, Champaign County, Illinois. Said tract being also shown by the plat hereto attached and considered a part hereof. Being a portion of Permanent Parcel Number: 91-21-07-226-009.

And the Grantor and Grantee further, as a part of this dedication, agree that City officials having authority as to public roadways, and its representatives, engineers, agents, contractors and employees are hereby authorized to enter into and take full and complete possession of the said tract;

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal this ____ day of _____, 2026 A.D.

CITY OF URBANA, ILLINOIS, a municipal corporation

BY: _____
DeShawn B. Williams, Mayor

ATTEST: _____
Darcy E. Sandefur, City Clerk

STATE OF ILLINOIS)
) S.S.
COUNTY OF CHAMPAIGN)

I, the undersigned, a Notary Public in and for said County and State aforesaid, do hereby certify that DeShawn B. Williams, personally known to me to be the Mayor of the City of Urbana, Illinois and Darcy E. Sandefur, personally known to me to be the City Clerk of the City of Urbana, Illinois, the GRANTOR, and personally known to me to be the same person(s) whose name(s) are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that, as Mayor and City Clerk, they signed and delivered the said instrument as Mayor and City Clerk, as their free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this ____ day of _____, 2026 A.D.

Notary Public

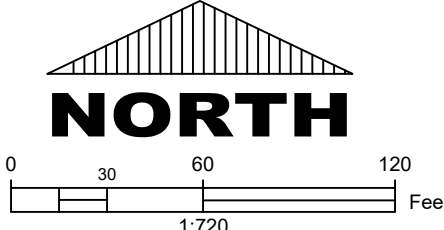
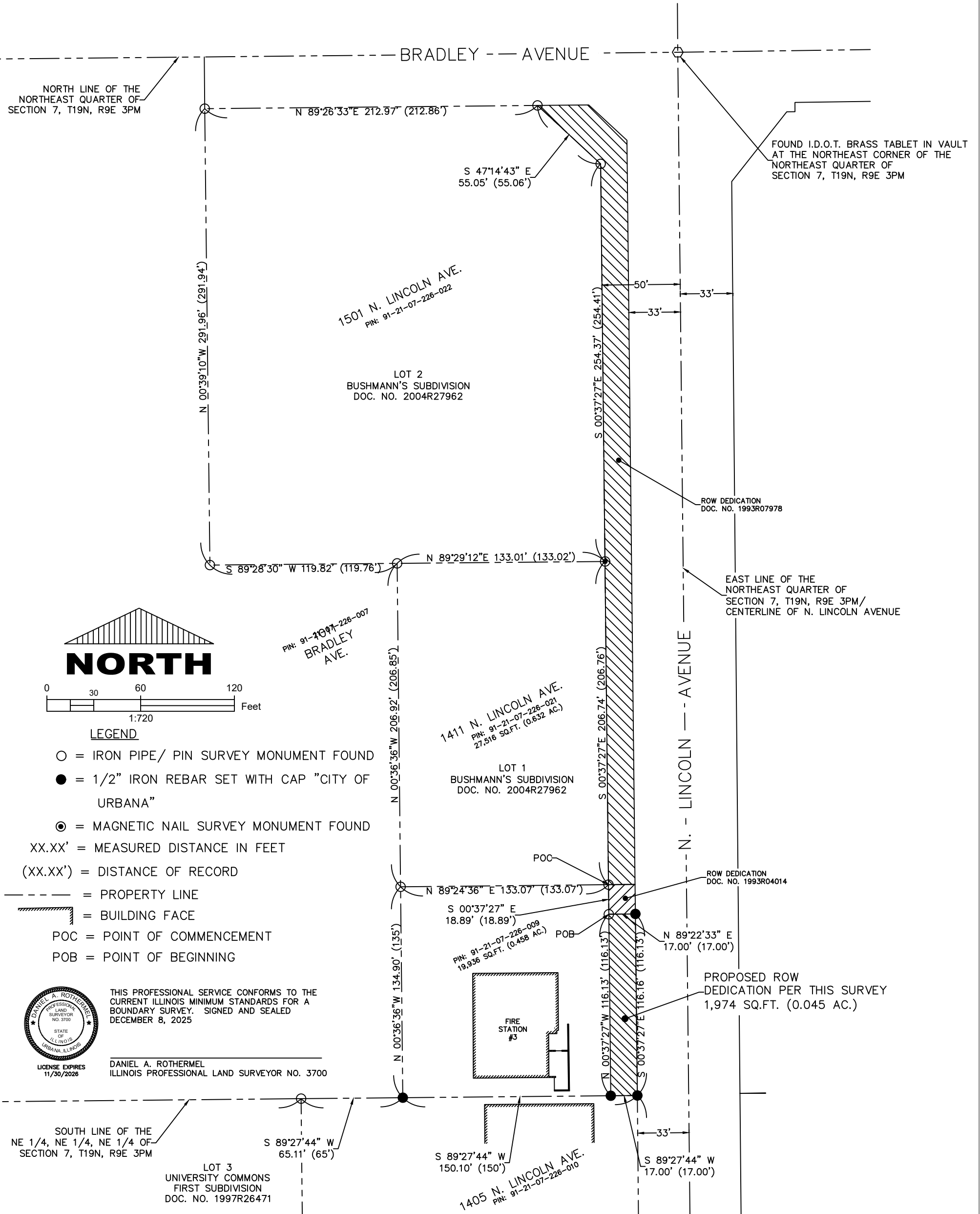
Accepted for the City of Urbana by: _____
John C. Zeman, P.E., S.E.
City Engineer

Prepared By & Return To:
Urbana Public Works – Engineering Dept.
706 Glover Avenue
Urbana, IL 61802
(217) 384-2342

Send Tax Bill To:
City of Urbana
400 S. Vine St.
Urbana, IL 61801

RIGHT-OF-WAY DEDICATION

PART OF THE NORTHEAST QUARTER OF SECTION 7,
TOWNSHIP 19 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN
CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS



LEGEND

- = IRON PIPE/ PIN SURVEY MONUMENT FOUND
- = 1/2" IRON REBAR SET WITH CAP "CITY OF URBANA"
- ⊙ = MAGNETIC NAIL SURVEY MONUMENT FOUND
- XX.XX' = MEASURED DISTANCE IN FEET
- (XX.XX') = DISTANCE OF RECORD
- = PROPERTY LINE
- ▨ = BUILDING FACE
- POC = POINT OF COMMENCEMENT
- POB = POINT OF BEGINNING



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. SIGNED AND SEALED DECEMBER 8, 2025

DANIEL A. ROTHERMEL
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3700

SHEET NO. 1 OF 1	1407 & 1411 N. LINCOLN AVE., URBANA, IL 61801 URBANA FIRE STATION #3 SITE	DATED: 12/08/25	DRAWN BY: DAR	CITY OF URBANA PUBLIC WORKS ENGINEERING DIVISION	
		DESIGNED BY: DAR	CHECKED BY: JCZ		
		SECTION 25-00706-01-BD			



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: March 2, 2026 Committee of the Whole
Subject: Resolution for Improvement under the Illinois Highway Code (State Motor Fuel Tax for Windsor Road from Philo to High Cross)

Summary

Action Requested

City Council is being asked to pass the attached resolution to appropriate \$8,000 of State Motor Fuel Tax (State MFT) funds for Phase I Preliminary Engineering for Windsor Road (Philo to High Cross), Section 00-00361-00-ES.

Brief Background

The Illinois Department of Transportation (IDOT) is currently conducting a State MFT documentation audit on the City's records from 2012 through 2024. Their audit revealed inconsistencies in previous audits dating back to the mid-1990's. Most of the inconsistencies can be corrected with minor, administrative adjustments that do not impact the City's State MFT fund balance. Review of Section 00-00361-00-ES revealed that \$7,450 of State MFT funds were spent in excess of the amount appropriated through State MFT resolutions. The attached resolution for \$8,000 will reconcile the deficit and avoid impact to the City's State MFT fund balance. The engineering services for Section 00-00361-00-ES were completed in early 2007 for construction on Windsor Road (Philo to High Cross) that was completed in 2011.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans N/A

Previous Council Actions

In 2003, City Council passed State MFT Resolution 2003-02-003R to appropriate \$57,750 for Phase I Preliminary Engineering for Windsor Road (Philo to High Cross), Section 00-00361-00-ES. Last year, City Council passed State MFT Resolution 2025-10-082R to appropriate an additional \$13,000 for Section 00-00361-00-ES to reconcile a deficit of MFT appropriations. Since then, the documentation audit by IDOT continued. New information was uncovered which identified the need to appropriate an additional \$8,000 for Section 00-00361-00-ES and led to the subject resolution.

Discussion

Additional Background Information

The City utilizes State MFT funds for a project by first passing a resolution through Council to appropriate an amount. The Illinois Department of Transportation (IDOT), which oversees the State MFT program, verifies that the City will have an adequate balance in its State MFT fund throughout the life of the project before approving the appropriation. Adequate State MFT funds must be appropriated before the City can enter engineering agreements or construction contracts that are paid with State MFT.

Fiscal and Budget Impact

If the attached resolution were passed, then no changes would be required to the City's State MFT fund balance. If the attached resolution were not passed, then the City would need to refund its State MFT fund by transferring \$7,450 from another account, such as the Local MFT fund or the Capital Replacement and Improvement (CR&I) fund.

Recommendation

City Council is asked to pass the attached resolution to appropriate \$8,000 of State Motor Fuel Tax (State MFT) funds for Phase I Preliminary Engineering for Windsor Road (Philo to High Cross), Section 00-00361-00-ES.

Next Steps

If the attached resolution is passed, staff will submit the resolution to IDOT to complete the documentation audit for Section 00-00361-00-ES.

Attachments

1. Resolution 2026-03-___R: Resolution for Improvement Under the Illinois Highway Code (State Motor Fuel Tax for Windsor Road from Philo to High Cross)
2. Location Map on Cover Page of Project Development Report, Approved February 9, 2007

Originated by: John C. Zeman, City Engineer

Reviewed: Vince Gustafson, Public Works Director

Approved: Darius White, City Administrator



Resolution for Improvement Under the Illinois Highway Code

Item F5.

Is this project a bondable capital improvement?
[X] Yes [] No

Table with Resolution Type (Supplemental), Resolution Number (2026-03-__R), and Section Number (00-00361-00-ES)

BE IT RESOLVED, by the Council of the City of Urbana, Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract.

For Roadway/Street Improvements:

Table with columns: Name of Street(s)/Road(s), Length (miles), Route, From, To. Row 1: Windsor Road, 1.47, FAU 7145, Philo Road, High Cross Road

For Structures:

Table with columns: Name of Street(s)/Road(s), Existing Structure No., Route, Location, Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of additional funds for an engineering study for a combined design report. This supplemental resolution will reconcile a deficit of MFT appropriations that was identified by IDOT through an audit.

2. That there is hereby appropriated the sum of eight thousand and 00/100 Dollars (\$8,000.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Darcy E. Sandefur, Clerk in and for said City of Urbana

of Urbana in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council of Urbana at a meeting held on

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date Department of Transportation

PROJECT DEVELOPMENT REPORT VOLUME I WINDSOR ROAD / F.A.U. 7145



**Foth & Van Dyke/
Daily Division**

1610 Broadmoor Drive
Champaign, IL 61821
Phone: 217/352-4169
Fax: 217/352-0085
Email: tovermyer@foth.com

Section 00-00361-00-ES
Project No. M-5181(35)
City of Urbana
Champaign County
April, 2006
D&A File No. 333.66