



**CITY OF URBANA  
BICYCLE AND PEDESTRIAN ADVISORY  
COMMISSION MEETING**

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**DATE:** Tuesday, April 16, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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**AGENDA**

- A. Call to Order and Roll Call**
- B. Changes to the Agenda**
- C. Approval of Minutes of Previous Meeting**
  - [1. November 21, 2023 Minutes](#)
  - [2. February 20, 2024 Minutes](#)
  - [3. March 19, 2024 Minutes](#)
- D. Public Input and Commissioner Communications**
- E. Unfinished Business**
  - 1. Marked Walking Trail through Downtown Urbana (Sage Trail) - Annie Adams
  - 2. Safe Streets and Roads for All (SS4A) Grant Discussion - Audrey Ishii
  - 3. Residential Street Speed Limits - Audrey Ishii
- F. Reports of City Officials and Staff and Reports of Committees**
- G. New Business**
- H. Announcements**
- I. Future Topics**
- J. Adjournment**

**PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. 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/upty>

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@urbanaillinois.us](mailto:citycouncil@urbanaillinois.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)



**CITY OF URBANA  
BICYCLE AND PEDESTRIAN ADVISORY  
COMMISSION MEETING**

**DATE:** Tuesday, November 21, 2023  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

**MINUTES - UNAPPROVED**

**Members Present:** Annie Adams, Susan Jones, Bruce Michelson, Audrey Ishii, Keenan Portis, Sarthak Prasad, Daniel Saphiere, Nancy Westcott, John Zeman

**Others Present:** none

**Members Absent:** none

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

Audrey Ishii called the meeting to order at 7:00 p.m. Roll was taken. A Quorum of Members was present.

**B. Changes to the Agenda**

none

**C. Approval of Minutes of Previous Meeting**

**1. July 18, 2023 Meeting**

A spelling correction of Jeff's name needed to be made; his last name is Yockey, not Jockey. With the correction notated, Daniel Saphiere motioned to approve the minutes, Bruce Michelson seconded. Motion approved with a unanimous voice vote.

**D. Public Input**

Audrey Ishii said that the resolution for MicroMobility was forwarded to City Council.

Audrey showed an article in the Wall Street Journal about tiny cars being available everywhere but the United States.

Audrey suggested to add "Commissioner Communications" item with Public Input on future agendas.

**E. Reports of City Officials and Staff and Reports of Committees**

1. USDOT program – Thriving Communities Program. This program seeks assistance for more resources and help finding grants. The City has applied for this with the Park District & RPC.
2. Speed Display Signs – there were four speed display signs put out; two each way on N. Lincoln Ave. between Wascher Dr. & Killarney St. and two each way on E. Washington St. between S. Vine St. & Philo Rd.
3. The FY25 Capital Improvement Plan (CIP) is beginning early this year and will be prepared by February 2024. It will be posted for public input in early February 2024 for 30 days. After that, it will then be taken to City Council.
4. The two remaining BPAC seats will be filled on 11/27/23.
5. The E-Bike Resolution will be brought to the next CUUATS Tech Committee meeting.

## F. Unfinished Business

### 1. BPAC FY2024 Goals – John Zeman

A survey was sent out with the 14 BPAC goals listed. Members were to rank each goal in priority order. During the discussion of the survey results, another goal was added: concern of no crosswalks on Vine St. near Fairlawn, Michigan, & Pennsylvania. One goal was also taken off of the list: micromobility resolution presented to CUUATS & Urbana City Council. It was decided to split the 14 goals into two sections, Goals for FY24 and Future Goals. The Goals for FY24 are:

- 1) Speed reduced to ranges compatible with VZ commitment
- 2) Florida Ave. & University Ave. safe and attractive for ALL users
- 3) Washington St. speed issues addressed
- 4) Vine St. issues with no crosswalks addressed (near Fairlawn, Michigan, & Pennsylvania)
- 5) City Getting Around website updated
- 6) E. Main St. resolution added to Bicycle & Pedestrian Plan addendums
- 7) Lincoln Ave. Corridor Study actively followed and reviewed

Bruce Michelson motioned that the above seven items be designated as priority action items, Sarthak Prasad seconded. Motion approved with a unanimous voice vote.

## G. New Business

### 1. Urbana Park District Parks and Amenities Map – Keenan Portis

Keenan presented the Urbana Park District's interactive map and demonstrated how it is used. This map should be launched some time in 2024.

### 2. Urbana Park District ADA Update – Keenan Portis

Keenan shared the ADA transition plan for the Urbana Park District. UPD staff will have ADA training on 11/28/23

### 3. University of Illinois Sustainable Transportation Initiatives – Sarthak Prasad

Transportation Demand Management (TDM) represents & coordinates all campus modes of transportation with an emphasis on safety & sustainability. Sarthak presented the following:

- 1) an overview of the TDM plan, Campus Bike Plan Report, & TDM Achievement Report
- 2) an overview of some sustainable transportation projects on campus
- 3) bike share updates

John Zeman will publish Sarthak's presentation on the City website.

\*\*After Sarthak's presentation, Bruce Michelson motioned to extend the meeting by 10 minutes, Susan Jones seconded. Motion was approved by a unanimous voice vote\*\*

### 4. Street Lighting – Annie Adams

This was moved to future topics because of time constraints of the meeting.

## H. Announcements

Annie Adams went to the Chief of Police listening session. While there she brought up traffic violence & was told that its not part of the FBI reporting data.

John Zeman said that at the 11/27/23 City Council meeting, they will be updating their goals & suggested that BPAC could send their input to the council if they would like to.

**I. Future Topics**

1. ADA improvement updates by Sarthak Prasad
2. consider changing time of meetings
3. add Commissioner Communications to agenda
4. 2024 meeting schedule
5. E-Bike battery safety – advocate for safety, possibly including the Fire Department

**J. Adjournment**

The meeting adjourned at 9:09 p.m.



**CITY OF URBANA  
BICYCLE AND PEDESTRIAN ADVISORY  
COMMISSION SPECIAL MEETING**

**DATE:** Tuesday, February 20, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

**MINUTES - UNAPPROVED**

**Members Present:** Annie Adams, Susan Jones, Tommy Griscom, Qiushi Huang, Bruce Michelson, Keenan Portis, Sarthak Prasad, Nancy Westcott

**Others Present:** none

**Members Absent:** Audrey Ishii, Daniel Saphiere, John Zeman

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

Acting Chair, Sarthak Prasad, called the meeting to order at 7:01 p.m. Roll was taken. A Quorum of Members was present.

**1. Introduction of New Members**

Two new BPAC members were introduced, Qiushi Huang & Tommy Griscom. They both gave a brief introduction of themselves & their backgrounds. The rest of the present commissioners introduced themselves to Qiushi & Tommy.

**B. Changes to the Agenda**

none

**C. Approval of Minutes of Previous Meeting**

**1. August 15, 2023 Minutes**

Susan Jones motioned to approve the minutes, Bruce Michelson seconded. Motion approved with a unanimous voice vote.

**2. October 17, 2023 Minutes**

Susan Jones motioned to approve the minutes, Bruce Michelson seconded. Motion approved with a unanimous voice vote.

**D. Public Input and Commissioner Communications**

none

**E. Unfinished Business**

**1. University of Illinois Sustainable Transportation Initiatives – Sarthak Prasad**

Sarthak continued his presentation from the last meeting on the following:

- 1) TDM (Transportation Demand Management) Infrastructure project updates
- 2) ADA Transition Plan project updates – The U of I was awarded \$1 million of funding for ADA improvements
- 3) iCAP (Illinois Climate Action Plan) Portal – Sarthak demonstrated the portal

**2. Marked Walking Trail through Downtown Urbana (Sage Trail) – Annie Adams**

Annie gave a brief overview of the Sage Trail that is based on the Turquoise Trail Walking Tour in Tucson, AZ. The Sage Trail would be a 2-mile loop through downtown Urbana. Some sidewalks would need to be updated along the trail. Annie will make a map & share it with commissioners. She will also present the idea to the Historic Preservation Committee.

**3. Street Lighting – Annie Adams**

Annie talked about the advantages of yellow lights over blue lights, in regards to Urbana's street lighting. She would like to get a Dark Sky ordinance in place and have Urbana become a Dark Sky Community with all lights pointing downward.

**F. Reports of City Officials and Staff and Reports of Committees**

With John Zeman's absence, there were none.

**G. New Business**

**1. 2024 Meeting Calendar – John Zeman**

With John Zeman's absence, this was not done.

**2. Residential Street Speed Limits – Audrey Ishii**

With Audrey Ishii's absence, this was not done.

**H. Announcements**

Susan Jones said that the Prairie Cycle Club was reviving its annual tour on June 1<sup>st</sup>, 2024.

Sarthak Prasad said that Veo is planning a relaunch in March 2024.

**I. Future Topics**

1. Bruce Michelson suggested that a member of the Fire Department be invited to a BPAC meeting regarding possible safety issues related to an increase in micro-transportation deploying rechargeable lithium-ion batteries and whether or not BPAC can provide support in raising public awareness.
2. Sarthak Prasad would like to present on the U of I Bike Plan Update. Public input will hopefully be in April, therefore Sarthak could present to BPAC in May or June.

**J. Adjournment**

The meeting adjourned at 8:30 p.m.





**CITY OF URBANA**  
**BICYCLE AND PEDESTRIAN ADVISORY**  
**COMMISSION SPECIAL MEETING**

**DATE:** Tuesday, March 19, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

**MINUTES - UNAPPROVED**

**Members Present:** Annie Adams, Susan Jones, Tommy Griscom, Qiushi Huang, Audrey Ishii, Daniel Saphiere, Nancy Westcott

**Others Present:** Marcus Ricci (Community Development)

**Members Absent:** Bruce Michelson, Keenan Portis, Sarthak Prasad, John Zeman

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

Audrey Ishii called the meeting to order at 7:05 p.m. Roll was taken. A Quorum of Members was present.

**B. Changes to the Agenda**

none

**C. Approval of Minutes of Previous Meeting**

none

**D. Public Input and Commissioner Communications**

Daniel Saphiere mentioned that the Safe Routes to School Day is on May 8<sup>th</sup>, 2024.

**E. Unfinished Business**

**1. 2024 Meeting Calendar – John Zeman**

In John’s absence, Audrey went over the meeting calendar.

Daniel Saphiere motioned to approve the 2024 meeting calendar, Susan Jones seconded. Motion approved with a unanimous voice vote.

**2. Election of Acting Vice Chair – Audrey Ishii**

Audrey asked for nominations or volunteers for the vacant acting Vice Chair position. Daniel Saphiere nominated himself.

Nancy Westcott motioned to approve Daniel Saphiere as acting Vice Chair of BPAC, Susan Jones seconded. Motion approved with a unanimous voice vote.

**3. Residential Street Speed Limits – Audrey Ishii**

Audrey stated that pedestrian deaths are on the rise. She presented information that she compiled from a League of American Bicyclists’ webinar and from Berry Dunn’s Public Safety Services Operational Review & Assessment that the City of Urbana had recently released. A few key points from the presentation were:

- a. reframing road design to include pedestrians
- b. states have the choice of what speed limits should be
- c. there are web-based tools to help set appropriate speed limits

Audrey also mentioned that towns around Urbana that have lowered their speed limits include Savoy, St. Joseph, Tolono, & Mahomet.

#### **F. Reports of City Officials and Staff and Reports of Committees**

With John Zeman's absence, there were none.

#### **G. New Business**

##### **1. Safe Streets and Roads for All (SS4A) Grant Discussion – Audrey Ishii**

Last year, due to a miscommunication, there was not an application done for the planning portion of the SS4A grant. Audrey asked if the City of Urbana should apply this year. The deadline for applications is August 29<sup>th</sup>, 2024.

Some possibilities for the SS4A grant are an appendix for the RPC Urban Safety Plan and demonstration projects.

Two actions were brought up regarding the discussions on the SS4A grant and speed limits:

- a. Should BPAC recommend that the City of Urbana make an application for a SS4A Supplemental Planning and Demonstration grant?
- b. Should BPAC recommend that the City of Urbana should lower the residential speed limits to 25 mph?

It was discussed & determined that they should try to apply for the SS4A grant. Annie, Tommy, & Audrey agreed to work on key points to be brought to the City for the application process.

#### **H. Announcements**

Regarding the Sage Trail, Anne Adams asked BPAC for a resolution of support and to present it to City Council. Annie will be presenting it to other commissions. This needs to be put on a future agenda for action.

Daniel Saphiere said that on April 1<sup>st</sup>, 2024, RPC is holding a plan commissioner training to learn how to be a more effective commissioner and/or board member.

#### **I. Future Topics**

1. Sage Trail – Annie Adams
2. SS4A Grant resolution
3. Speed Limit Ordinance resolution

#### **J. Adjournment**

The meeting adjourned at 8:40 p.m.