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**DATE:** Monday, June 26, 2023  
**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. Approval of Minutes of Previous Meeting
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Unfinished Business
- G. Report of the Committee of the Whole (*Chaundra Bishop - Ward 5*)
  - 1. Consent Agenda
    - a. **Resolution No. 2023-06-073R:** A Resolution Approving an Intergovernmental Agreement with the Board of Trustees of the University of Illinois Concerning Certified Housing Inspections (Term of 2023 to 2026) - CD
  - 2. Regular Agenda
    - a. **Ordinance No. 2023-06-018:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #8 - Fiscal Year 2022-2023 Estimate) - HRF
    - b. **Ordinance No. 2023-06-019:** An Ordinance Adopting the Fiscal Year 2023-2024 Annual Budget - HRF
    - c. **Resolution No. 2023-06-072R:** A Resolution Approving the Capital Improvement Plan (Fiscal Years 2024-2028) - PW
    - d. **Ordinance No. 2023-05-014:** Ordinance Adopting the International Code Council's 2021 Code Series - CD
    - e. **Ordinance No. 2023-06-020:** An Ordinance Approving a Major Variance (410 West California Avenue, LLC at 410 West California Avenue / Case No. ZBA-2023-MAJ-01) - CD
- H. Reports of Special Committees
- I. Reports of Officers

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://urbanaillinois.us/upty>

**J. New Business**

- [1. Ordinance No. 2023-04-009:](#) An Ordinance Amending the Urbana Zoning Map (R-3/B-1 to B-2 at 714 East University Avenue / Plan Case No. 2470-M-23) - CD

**K. Discussion**

**L. Mayoral Appointments**

1. Mayoral Appointments

1. Mayoral Reappointments to Boards and Commission

**Civilian Police Review Board**

- Ricardo Diaz(July 1, 2023 - June 30, 2026)

- Katrina Kindle ((July 1, 2023 - June 30, 2026)

**Community Development Commission**

- DeShawn Williams (July 1, 2023 - June 30, 2026)

**Zoning Board of Appeals**

-Ashlee McLaughlin (July 1, 2023 - June 30, 2028)

**M. Adjournment**

## PUBLIC INPUT

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

### **Email Input**

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

### **Written Input**

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

### **Verbal Input**

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

Public comment shall be limited to no more than four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, 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)





**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**

*Building Safety Division*

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

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

**FROM:** Kimberly I. Smith, Community Development Services Director  
Nicholas Hanson, Building Official

**DATE:** June 15, 2023

**SUBJECT:** A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS CONCERNING CERTIFIED HOUSING INSPECTIONS (Term of 2023 to 2026)

**Background & Discussion**

The Certified Housing program is a division of the University of Illinois Housing Department, under the Vice-Chancellor of Student Affairs. The goal of the University's Certified Housing Program is to provide safe, healthy, and educationally beneficial housing for single undergraduate students. Each facility must comply with all City and Public Health standards including electrical, plumbing, fire safety, and food sanitation and security regulations.

Since the late 1950's the City of Urbana Building Safety Division has completed annual inspections to certify that certain private student housing complies with University Certified Housing Standards, the City's Model Codes Adopting Ordinance and the City's Zoning Ordinance.

To ensure compliance with City of Urbana codes, Building Safety Division Housing Inspectors annually inspect privately owned buildings in west Urbana that comprise the Certified Housing stock. After all code violations are addressed, staff re-inspects to verify full compliance. Initial inspections begin in September and are typically completed by the end of the month.

The follow-up inspections are usually completed by the end of October each year. In some cases extensions are granted to have all needed work completed by the final inspection date of January 15. This allows time for work to be completed over the holiday break (when students are absent) and to schedule the final inspections. Final payment under the agreement occurs by the end of February each year.

The City sends the invoice in January with the payment due date of February 28 annually. The attached agreement covers July 1, 2023 through June 30, 2026. City staff began negotiations in April 2023 and came terms for a three year agreement as outlined in the attached.

### **Fiscal Impacts**

Approval of the Resolution will mean that the University will compensate the City for the services provided as outlined in the attached agreement.

### **Options**

The City Council has the following options:

1. Forward the Resolution approving execution of the agreement to City Council on the consent agenda.
2. Approve the Resolution, with certain specified modifications.
3. Do not approve the Resolution and provide further direction to staff.

### **Recommendation**

Staff recommends that the City Council approve the proposed Resolution.

AN AGREEMENT BETWEEN  
THE CITY OF URBANA  
AND THE UNIVERSITY OF ILLINOIS  
CONCERNING CERTIFIED HOUSING INSPECTIONS

THIS AGREEMENT, made upon the date of final, executing signature between the City of Urbana, Illinois, a municipal corporation of the State of Illinois, hereinafter referred to as the "City" and the Board of Trustees of the University of Illinois, a public corporation of the State of Illinois, hereinafter referred to as the "University."

WITNESSETH:

WHEREAS, the University maintains an agreement with property owners and/or management companies of privately owned buildings designated by the University as Private Certified Housing; and

WHEREAS, the City has established minimal standards for the interior and exterior conditions of a private property within the city limits including fire safety, interior occupancy standards, and exterior maintenance requirements; and

WHEREAS, the University and the City agree that it would be in their best interest to develop a program which would assure the annual inspection of Private Certified Housing facilities with respect to all applicable City codes and the University certified housing standards, last revised January 2016 (the "University Certified Housing Standards").

NOW THEREFORE, in consideration of the preceding and the following premises, it is mutually agreed by the City and the University as follows:

1. Term. The initial term of this Agreement shall be from July 1, 2022 to June 30, 2023 unless terminated or extended as permitted herein.
2. Renewal. The Parties shall have the option to renew this Agreement for one additional three-year terms with annual costs to be determined at the time of renewal by mutual agreement and subject to Section 3 below. Such negotiations for renewal must be completed no later than sixty (60) days prior to the end of the current term.
3. Payment. The University shall pay to the City, for the initial term of this Agreement, the sums as listed below. Thereafter any cost increase for an annual term shall not exceed 3.0%.

Term	Amount	Due Date
July 1, 2023 – June 30, 2024	\$19,000.00	February 28, 2024
July 1, 2024 – June 30, 2025	\$19,570.00	February 28, 2025
July 1, 2025 -June 30, 2026	\$20,157.00	February 28, 2026

4. Inspection Services Provided. For and in consideration of the payments provided for in Section 3 above, the City agrees that it will perform the following services within the corporate limits of the City of Urbana.

- a. **New Units.** At the written request of the University, the City will perform, within a reasonable time of such request, an initial inspection of any building whose owner seeks to secure certified student housing designation from the University. Such inspection shall consist of an inspection to determine compliance with applicable City codes and the University Certified Housing Standards. The City shall complete a written report as to the results of such inspection.
- b. **Annual Inspection.** The City shall inspect all privately owned University certified student housing between August 15<sup>th</sup> and December 31<sup>st</sup> (barring those facilities that have received reasonable extensions for compliance) of each year that this agreement is in effect. The University shall provide to the City a list of such housing units prior to July 1st of each year that this Agreement is in effect.

Such inspection shall consist of an inspection to determine compliance with applicable City codes and the University Certified Housing Standards. A written report with results will be transmitted to the University's Housing Information Office within three (3) business days of the inspection. Additionally, the City shall perform such follow-up inspections as is customary in its ordinary procedures to obtain reasonable compliance with its remedial orders. The City shall prepare a written report as to the results of all reinspections within five (5) business days of the first reinspection and within three (3) business days of any subsequent reinspections.

The city's customary and ordinary procedures consist of (a) an initial inspection, (b) a reinspection for compliance, (c) if needed, a reasonable extension for compliance, and (d) a final inspection. Written reports will be transmitted to the University's Housing Information Office following each inspection. If the property is not in compliance with City Codes and the University's Certified Housing Standards at the conclusion of this process, the City will provide a report to the University's Housing Information Office of remaining deficiencies and may initiate legal enforcement options to gain compliance.

- c. **Special Requests.** A reasonable number of inspections for fire safety on special occasions, such as Homecoming or Christmas parties, shall be performed by the City upon written request by the University. Such a request shall be made at least thirty (30) calendar days prior to the desired date for such an inspection, though the City may agree to performance of such an inspection with less notice.
  - d. **Limited Inspection of Food Service Areas.** The City will inspect the food service areas of private certified housing facilities for conformance with only the City's Property Maintenance Code.
  - e. **Nuisance Properties.** Nothing contained herein prevents the City from enforcing applicable ordinances and/or collecting fines/payment against properties and property owner(s) in the same manner as the City enforces Property Maintenance Code violations with non-certified housing rental property. The University shall not be responsible or liable for such ordinance violations, fines/costs, or for the collection of the same.
5. **Enforcement.** The University shall supply annually the names, mailing addresses, and phone numbers of Private Certified Housing owners/operators, house counselor, and corporate board president. The University shall require Private Certified Housing owners/operators and house

counselors to cooperate with the City to schedule and conduct inspections and reinspections. It is understood that an inspection will not be performed unless the property owner, operator, or house counselor is available to accompany an inspector during an inspection or reinspection. The City shall report a failure to comply by a property owner/operator to the University, which may result in immediate decertification at the University's option.

- 6. Reporting. The City shall inform the University of any and all violations of the City codes or the University Housing Standards which are found to exist in any certified housing structure for which the inspection has been performed. Following each and every inspection, written notification will be sent to property owners/operators and the Housing Information Office. The City will inform the Housing Information Office if a property owner/operator or representative fails to abate violations within the time frame that may be specified by the City or any extension thereof. Extensions granted by the City shall not extend beyond December 31st of any year without joint approval by both the City and the University.
- 7. Construction. Nothing in this Agreement shall be construed to abrogate or reduce in whole or in the application of the applicable provisions of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10 /1 · IOI et seq.).
- 8. Notices. All written notices required hereunder shall be deemed given when sent via the United States mail, postage prepaid to:

CITY	UNIVERSITY
Community Development Services Department 400 S. Vine Street Urbana, IL 61801	Office of the Vice Chancellor for Student Affairs Swanlund Administration Building 601 East John Street Champaign, IL 61820

IN WITNESS WHEREOF, the parties hereunto set their hand this day and year first above written.

CITY OF Urbana, ILLINOIS, A Municipal Corporation	THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS
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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS CONCERNING CERTIFIED HOUSING INSPECTIONS (Term of 2023 to 2026)**

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

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; enable the City to enter into intergovernmental agreements with other units of government including The Board of Trustees of the University of Illinois (the “University”); and

**WHEREAS**, in past years the City and the University have entered into intergovernmental agreements whereby the City agreed to conduct annual inspections of Private Certified Housing facilities with respect to all applicable City codes and University certified housing standards; and

**WHEREAS**, the City and the University seek to renew their Agreement Concerning Certified Housing Inspections; and

**WHEREAS**, the City Council finds that the best interests of the City are served by approving an intergovernmental agreement between the City of Urbana and the Board of Trustees of the University of Illinois for annual inspections of private certified student housing facilities in substantially the form of the exhibit appended hereto and made a part hereof.

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

Section 1. An Agreement between the City of Urbana and the University of Illinois Concerning Certified Housing Inspections, in substantially the form of the exhibit attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Agreement in substantially the form of the exhibit appended hereto as so authorized and approved for and on behalf of the City of Urbana, Illinois.

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

AYES:

NAYS:

ABSTENTIONS:

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

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

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





**MEMORANDUM**

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

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

**DATE:** June 15, 2023

**SUBJECT:** **Ordinances Approving the FY2024 Annual Budget and Amending the FY2023 Annual Budget**

**Introduction:** Attached are two Council Bills –

1. An Ordinance adopting the FY2024 Annual Budget
2. An Ordinance amending the FY2023 Annual Budget

The budget amendment requires six affirmative votes, including the Mayor, to pass.

**Discussion:**

FY2024 Annual Budget: The Ordinance approving the Annual Budget includes a detailed listing of changes from the proposed budget provided to the City Council. Some of these changes are housekeeping items, such as change in the timing of expenditures. Changes include –

General Operating Fund (100):

- Human Resources: Unspent funds of \$20,000 will be carried forward to FY2024 to cover any additional equipment needs, minor electrical and maintenance work related to the move to the Cohen Building.
- Public Works Engineering: Unspent funds of \$110,000 that were allocated to pay for GIS managed services contract will be carried over to FY2024. In addition, unspent funds of \$140,105 for Utility locating services contract will be carried over to FY2024.

FY2023 Budget Amendment: This Ordinance amends the FY2023 budget to conform to estimates provided in the proposed budget, with changes detailed on the attachment. Again, most changes are housekeeping items, such as changes in the timing of expenditures. Changes include –

- General Operating Fund (100): Due to timing of expenditures, FY2023 estimates have been reduced by a total of \$270,105 for a couple of lines in Human Resources and Public Works Engineering and Row and Tech Support budget and carried forward to the FY2024 Budget. This is to reflect timing of expenditures at fiscal year-end.

**Capital Improvement Plan:** The Capital Improvement Plan is updated annually and includes five-year projections for all capital funds. Changes to the estimates related to the capital projects have been made to reflect the revisions made on the Capital Improvement Plan. These are listed in the budget ordinance exhibit that is attached to this memo.

**Fiscal Impact:** The projected ending fund balance in the General Operating Fund will be \$19,089,365, which is 47% of recurring expenditures. Recurring expenditures will be 96.30% of recurring revenues. Excluding the \$7M assigned for future transfers for capital improvements, including Equity and Quality of Life (EQoL) projects, the fund balance would be \$12,089,365, which is 29.76% of recurring expenditures.

**Alternatives:**

1. Approve both Ordinances, thereby adopting the Annual Budget for FY2024 and amending the Annual Budget for FY2023.
2. Amend one or more of the items.

**Recommendation:** Staff recommends that the City Council approve both Ordinances, thereby adopting the Annual Budget for FY2024 and amending the Annual Budget for FY2023.

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE APPROVING THE FISCAL YEAR 2023-2024 ANNUAL BUDGET**

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

**WHEREAS**, the Finance Director acting as Budget Director pursuant to Urbana City Code Sections 2-129 and 2-130 has compiled a proposed annual budget ordinance for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in accordance with 65 ILCS 5/8-2-9.1 through and including 65 ILCS 5/8-2-9.9 and Urbana City Code Chapter 2, Article VI, Division 2; and

**WHEREAS**, the Mayor has made the proposed annual budget ordinance conveniently available for public inspection by publication in pamphlet form and by posting it on the City’s website at least 14 days prior to a public hearing on such ordinance; and

**WHEREAS**, the City Council held a public hearing on the proposed annual budget ordinance at 7:00 p.m., June 20, 2023 after due and proper notice of the availability for inspection of such ordinance and notice of such public hearing having been given by publication in *The News-Gazette*, a newspaper having general circulation within the City of Urbana, which date was at least 14 days prior to the time of the public hearing; and

**WHEREAS**, the City Council and the Mayor, being the corporate authorities, find that it is in the best interests of the City to approve the proposed annual budget ordinance as heretofore further changed, modified, and amended.

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

**Section 1.**

The City of Urbana Fiscal Year 2023-2024 Annual Budget, a true and correct copy of which is attached hereto and made a part hereof as if set forth herein, be and the same is hereby passed, approved, and adopted as the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2023 and ending June 30, 2024, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

**Section 2.**

The Human Resources and Finance Director acting as the Budget Director is hereby authorized to amend the Fiscal Year 2023-2024 Annual Budget to increase expenditures by the amount of encumbrances outstanding as of June 30, 2023.

**Section 3.**

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

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the corporate authorities (5 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

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

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

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

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

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

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

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

Budget Ordinance FY2023/24 - Exhibit

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Reason
<b>GENERAL OPERATING FUND</b>					
10015155-51900	HUMAN RESOURCES - OTHER SUPPLIES	518	8,518	8,000	one-time carryover from FY23
10015155-52201	HUMAN RESOURCES - BUILDING REPAIR & MAINT	-	12,000	12,000	one-time carryover from FY23 (reallocated from janitorial services line)
10040440-52199	PW ENGINEERING - OTHER PROFESSIONAL SERVICES	85,000	195,000	110,000	one-time carryover from FY23 for GIS services
10040427-52999	PW ROW AND TECH SUPPORT - OTHER CONTRACTUAL SERVICES	4,746	144,851	140,105	one-time carryover from FY23 for Utility location services
	TOTAL EXPENDITURES	<u>45,429,745</u>	<u>45,699,850</u>	<u>270,105</u>	
	ENDING FUND BALANCE	<u>19,089,365</u>	<u>19,089,365</u>	<u>-</u>	
<b>CAPITAL REPLACEMENT &amp; IMPROVEMENT FUND (200)</b>					
20040470-53200-40800	CITY FACILITY IMPROVEMENT - FIRE STATION DESIGN	-	300,000	300,000	update estimate to reflect CIP plan changes
20040470-53200-40800	CITY FACILITY IMPROVEMENT - FIRE STATION CONSTRUCTION	8,520,000	7,470,000	(1,050,000)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>16,018,969</u>	<u>15,268,969</u>	<u>(750,000)</u>	
	ENDING FUND BALANCE	<u>822,394</u>	<u>1,552,394</u>	<u>730,000</u>	
<b>STORMWATER UTILITY FUND (201)</b>					
201-44323	STORMWATER FEES	1,838,425	1,707,089	(131,336)	update revenue estimates
201-46290	OTHER REIMBURSEMENTS	10,000	150,000	140,000	update revenue estimates
	TOTAL REVENUES	<u>1,928,225</u>	<u>1,936,889</u>	<u>8,664</u>	
20140470-52105-40419	PLANNING SERVICES - ABANDONMENT FEASIBILITY STUDY	-	55,000	55,000	update estimate to reflect CIP plan changes
20140470-53303-40414	STORMWATER - BONEYARD CREEK CROSSING IMPROVEMENT	200,000	240,000	40,000	update estimate to reflect CIP plan changes
20140470-53303-40418	STORMWATER - STORM SEWER LINING	375,000	425,000	50,000	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>2,564,455</u>	<u>2,709,455</u>	<u>145,000</u>	
	ENDING FUND BALANCE	<u>811,965</u>	<u>652,614</u>	<u>(159,351)</u>	
<b>LOCAL MOTOR FUEL TAX FUND (202)</b>					
20240470-53301-40159	HIGHWAY AND STREETS - ANNUAL JOINT SEAL & CRACK PROGRAM	135,000	210,000	75,000	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>973,750</u>	<u>1,048,750</u>	<u>75,000</u>	
	ENDING FUND BALANCE	<u>2,620</u>	<u>3,904</u>	<u>1,284</u>	
<b>MOTOR FUEL TAX FUND (203)</b>					
20340470-52105-40134	PLANNING SERVICES - SPRINGFIELD: WRIGHT TO MCCULL	130,000	190,000	60,000	update estimate to reflect CIP plan changes
20340470-52105-40148	PLANNING SERVICES - SAVANNAH GREEN: ALLEYS & SMITH RD	200,000	300,000	100,000	update estimate to reflect CIP plan changes
20340470-52105-40167	PLANNING SERVICES - BONEYARD CREEK BRIDGE REPAIR	-	5,000	5,000	update estimate to reflect CIP plan changes
20340470-53301-40148	HIGHWAY AND STREETS	1,400,000	-	(1,400,000)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>6,858,160</u>	<u>5,623,160</u>	<u>(1,235,000)</u>	
	ENDING FUND BALANCE	<u>572,289</u>	<u>1,921,289</u>	<u>1,349,000</u>	
<b>SANITARY SEWER FUND (204)</b>					
20440470-53304-40511	SANITARY SEWER - SANITARY SEWER LINING	275,000	320,000	45,000	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>2,273,105</u>	<u>2,318,105</u>	<u>45,000</u>	
	ENDING FUND BALANCE	<u>507,730</u>	<u>557,730</u>	<u>50,000</u>	
<b>TIF 4 (343)</b>					
34350501-52105-40177	PLANNING SERVICES - TIF 4 SIDEWALKS	100,000	300,000	200,000	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>2,820,348</u>	<u>3,020,348</u>	<u>200,000</u>	
	ENDING FUND BALANCE	<u>3,284,085</u>	<u>3,084,085</u>	<u>(200,000)</u>	
<b>CENTRAL TIF (344)</b>					
34450501-52105-40169	PLANNING SERVICES - BONEYARD CREEK LIGHTING	-	9,000	9,000	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>9,093,063</u>	<u>9,102,063</u>	<u>9,000</u>	
	ENDING FUND BALANCE	<u>46,619</u>	<u>46,669</u>	<u>50</u>	

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

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #8 – Fiscal Year 2022-2023 Estimates)**

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

**WHEREAS**, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and

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

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

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

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

**Section 1.**

The annual budget ordinance shall be and the same is hereby revised as set forth in the column labeled “FY23 Estimate” in the proposed Fiscal Year 2023-24 budget document, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

**Section 2.**

This Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code (65 ILCS 5/1-2-4).

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

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

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

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

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

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

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

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



Budget Amendment 2022/23 - #8 - Exhibit

General Ledger Code	Description	Estimated	Updated Estimate	Difference	Reason
<b>GENERAL OPERATING FUND (100)</b>					
10015155-51900	HUMAN RESOURCES - OTHER SUPPLIES	15,500	7,500	(8,000)	one-time carryover to FY24
10015155-52901	HUMAN RESOURCES - JANITORIAL SERVICES	15,000	3,000	(12,000)	reduce FY23 estimate & reallocate to building repair & maint in FY24
10040440-52199	PW ENGINEERING - OTHER PROFESSIONAL SERVICES	195,000	85,000	(110,000)	one-time carryover to FY24 for GIS services
10040400-52999	PW ADMIN - OTHER CONTRACTUAL SERVICES	43,442	18,442	(25,000)	reduce FY23 estimate and reallocate to utility location services in FY24
10040427-52999	PW ROW AND TECH SUPPORT - OTHER CONTRACTUAL SERVICES	139,585	24,480	(115,105)	one-time carryover to FY24 for Utility location services
	TOTAL EXPENDITURES	<u>43,010,866</u>	<u>42,740,761</u>	<u>(270,105)</u>	
	ENDING FUND BALANCE	<u>21,435,836</u>	<u>21,705,941</u>	<u>270,105</u>	
<b>CAPITAL REPLACEMENT &amp; IMPROVEMENT FUND (200)</b>					
20040470-53100-40800	LAND - FIRE STATION 3 LAND ACQUISITION	-	290,000	290,000	update estimate to reflect CIP plan changes
20040470-53200-40800	BUILDING - CITY FACILITY IMPROVEMENT	2,165,225	1,895,225	(270,000)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>3,523,013</u>	<u>3,543,013</u>	<u>20,000</u>	
	ENDING FUND BALANCE	<u>2,415,736</u>	<u>2,395,736</u>	<u>(20,000)</u>	
<b>STORMWATER UTILITY FUND (201)</b>					
201-46290	OTHER REIMBURSEMENTS	150,000	10,000	(140,000)	update revenue estimates to reflect timing
	TOTAL REVENUES	<u>1,961,651</u>	<u>1,821,651</u>	<u>(140,000)</u>	
20140470-52105-40419	PLANNING SERVICES - ABANDONMENT FEASIBILITY STUDY	100,000	45,000	(55,000)	update estimate to reflect CIP plan changes
20140470-52106-40412	ARCHITECTURAL & ENG SERVICES - STORMWATER MGMT PLANNING	643,950	697,500	53,550	update estimate to reflect CIP plan changes
20140470-52204-40401	INFRASTRUCTURE MAINT - BRIDGE MAINTENANCE PROJECTS	25,000	-	(25,000)	update estimate to reflect CIP plan changes
20140470-53303-40414	STORMWATER - BONEYARD CREEK CROSSING IMPROVEMENT	300,000	258,205	(41,795)	update estimate to reflect CIP plan changes
20140470-53303-40417	STORMWATER - STORM SEWER RECONSTRUCTION	25,000	26,260	1,260	update estimate to reflect CIP plan changes
20140470-53303-40418	STORMWATER - STORM SEWER LINING	550,000	500,000	(50,000)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>2,941,912</u>	<u>2,824,927</u>	<u>(116,985)</u>	
	ENDING FUND BALANCE	<u>1,448,195</u>	<u>1,425,180</u>	<u>(23,015)</u>	
<b>LOCAL MOTOR FUEL TAX FUND (202)</b>					
20240470-53301-40159	HIGHWAY AND STREETS - ANNUAL JOINT SEAL & CRACK PROGRAM	200,000	123,716	(76,284)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>2,033,815</u>	<u>1,957,531</u>	<u>(76,284)</u>	
	ENDING FUND BALANCE	<u>192,784</u>	<u>269,068</u>	<u>76,284</u>	
<b>MOTOR FUEL TAX FUND (203)</b>					
20340470-52105-40134	PLANNING SERVICES - SPRINGFIELD: WRIGHT TO MCCULL	130,000	70,000	(60,000)	update estimate to reflect CIP plan changes
20340470-52105-40148	PLANNING SERVICES - SAVANNAH GREEN: ALLEYS & SMITH RD	250,000	201,000	(49,000)	update estimate to reflect CIP plan changes
20340470-52105-40167	PLANNING SERVICES - BONEYARD CREEK BRIDGE REPAIR	80,000	75,000	(5,000)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>4,882,131</u>	<u>4,768,131</u>	<u>(114,000)</u>	
	ENDING FUND BALANCE	<u>4,015,650</u>	<u>4,129,650</u>	<u>114,000</u>	
<b>SANITARY SEWER FUND (204)</b>					
20440470-52105-40514	PLANNING SERVICES - GIS PLANNING	235,000	240,000	5,000	update estimate to reflect CIP plan changes
20440470-53304-40511	SANITARY SEWER - SANITARY SEWER LINING	300,000	200,000	(100,000)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>1,957,126</u>	<u>1,862,126</u>	<u>(95,000)</u>	
	ENDING FUND BALANCE	<u>1,076,803</u>	<u>1,171,803</u>	<u>95,000</u>	
<b>CENTRAL TIF (344)</b>					
34450501-52105-40169	PLANNING SERVICES - BONEYARD CREEK LIGHTING	58,000	48,950	(9,050)	update estimate to reflect CIP plan changes
	TOTAL EXPENDITURES	<u>900,785</u>	<u>891,735</u>	<u>(9,050)</u>	
	ENDING FUND BALANCE	<u>2,839,682</u>	<u>2,848,732</u>	<u>9,050</u>	



**CITY OF URBANA, ILLINOIS**  
**DEPARTMENT OF PUBLIC WORKS**

## M E M O R A N D U M

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

**FROM:** Tim Cowan, Public Works Director  
John Zeman, City Engineer  
Carmen Franks, Assistant City Engineer

**DATE:** June 12, 2023

**RE:** **A Resolution Approving the Capital Improvement Plan (Fiscal Years 2024-2028)**

### **Description**

The Capital Improvement Plan (CIP) is updated annually per Section 3 of City Council Resolution No. 8788-R14. The CIP outlines expected revenues and expenditures for capital projects and maintenance for the subsequent five fiscal years. Capital assets include: bridges, pavement, traffic signals, lighting, sidewalks, storm sewers, sanitary sewers, public facilities, and urban canopy. The CIP primarily draws from five funds: Capital Replacement and Improvement (CR&I), Local Motor Fuel Tax, State Motor Fuel Tax, Sewer Benefit Tax, and Stormwater Utility Fee Funds. In addition to the dedicated CIP funds, many operational and maintenance activities are supported by the City's General Fund. Other funds will occasionally support capital improvement projects, but in an ancillary capacity to their primary purpose; these include: TIF funds, parking funds, and CDBG funds.

### **Background and Discussion**

The CIP for fiscal years 2024-2028 was presented at the May 22, 2023 City Council meeting. Detailed information about asset composition, scheduled projects, and fund balances are within the attached CIP. The CIP report, a map of capital projects, and additional information have been available since May 22, 2023 for public review on a dedicated webpage on the City's [website](#). Since the presentation, there have been a few changes to the CIP, summarized in the attached list of revisions. Most of the changes involved updating FY 23 estimated spending and moving unencumbered funds forward to the FY 24 budget. A prohibitively high bid price received on the Savannah Green Alleys project led us to substantially reduce the scope of that project in order to free up funds for higher priority projects. Start of construction for the two ITEP projects (Florida Ave. Shared-Use Path and Bakers Lane Shared-Use Path) was moved one year earlier to FY 25.

### **Fiscal Impact**

For FY 24 the CIP commits \$29,865,576 in expenses against \$25,195,600 in revenue, inclusive of \$15,840,703 in borrowing and grants. Over the life of the 5-year CIP, there are \$91,074,081 in revenues, including \$44,871,583 in borrowing and grants, and \$102,642,409 in expenditures outlined in the CIP, inclusive of some General Fund expenditures related to infrastructure asset operations and maintenance. Detailed fund reports and discussion are included in the attached CIP.

### **Recommendation**

We recommended that Council pass the attached resolution approving the CIP for FY 24-28. The proposed expenditures for FY 24 will be adopted in the FY 24 Budget Ordinance.

### **Attachments**

1. A Resolution Approving the Capital Improvement Plan (Fiscal Years 2024-2028)
2. Revisions Summary (since May 22, 2023) for the Capital Improvement Plan FY 24-28
3. Capital Improvement Plan (Fiscal Years 2024-2028)

**RESOLUTION NO. 2023-06-\_\_\_\_\_**

**A RESOLUTION APPROVING THE CAPITAL IMPROVEMENT PLAN  
(Fiscal Years 2024-2028)**

**WHEREAS**, on April 18, 1988, the City Council authorized a capital improvement plan for the City of Urbana, pursuant to Resolution No. 8788-R14; and

**WHEREAS**, said Resolution requires the City Council to update such plan annually to reflect new and changing needs and project priorities.

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

The Capital Improvement Plan (Fiscal Years 2024-2028), in substantially the form of the copy of said Plan attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

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

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

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

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

**A draft of the proposed CIP was presented to council on May 22, 2023 inviting feedback from the Council, staff, and the public. The final CIP incorporates relevant alterations since that time and this document summarizes the relevant revisions for comparison to the previous draft.**

Section 1: Executive Summary

1. Updated tables to reflect changes to Fund Report.

Section 2: Asset Management Summary

1. Updated tables to reflect changes to Fund Report.
2. Updated financial information in asset summaries to reflect changes to Fund Report.

Section 3: Transportation

1. Updated project pages to reflect changes to Fund Report.
2. Moved Broadway Ave. (Elm to Park) from the Backlog part to the Capital Projects (FY25-FY28) part. The segment of Broadway Ave. from Park to Stebbins was removed because it is currently surface treated, so it would not receive the same pavement rehabilitation as the segment from Elm to Park.
3. Dropped Elm St. (Race to Vine) from the Vine St. and Illinois St. project, and added it as a Backlog project.
4. Capital Projects (Summary)
  - a. Updated the image used to illustrate PCI Ranges and Descriptive Condition with one that is used by IDOT. Updated the descriptions for each condition throughout the document.

Section 4: Facilities

1. Updated project pages to reflect changes to Fund Report.

Section 5: Sewer System

1. Updated project pages to reflect changes to Fund Report.

Section 6: Fund Report

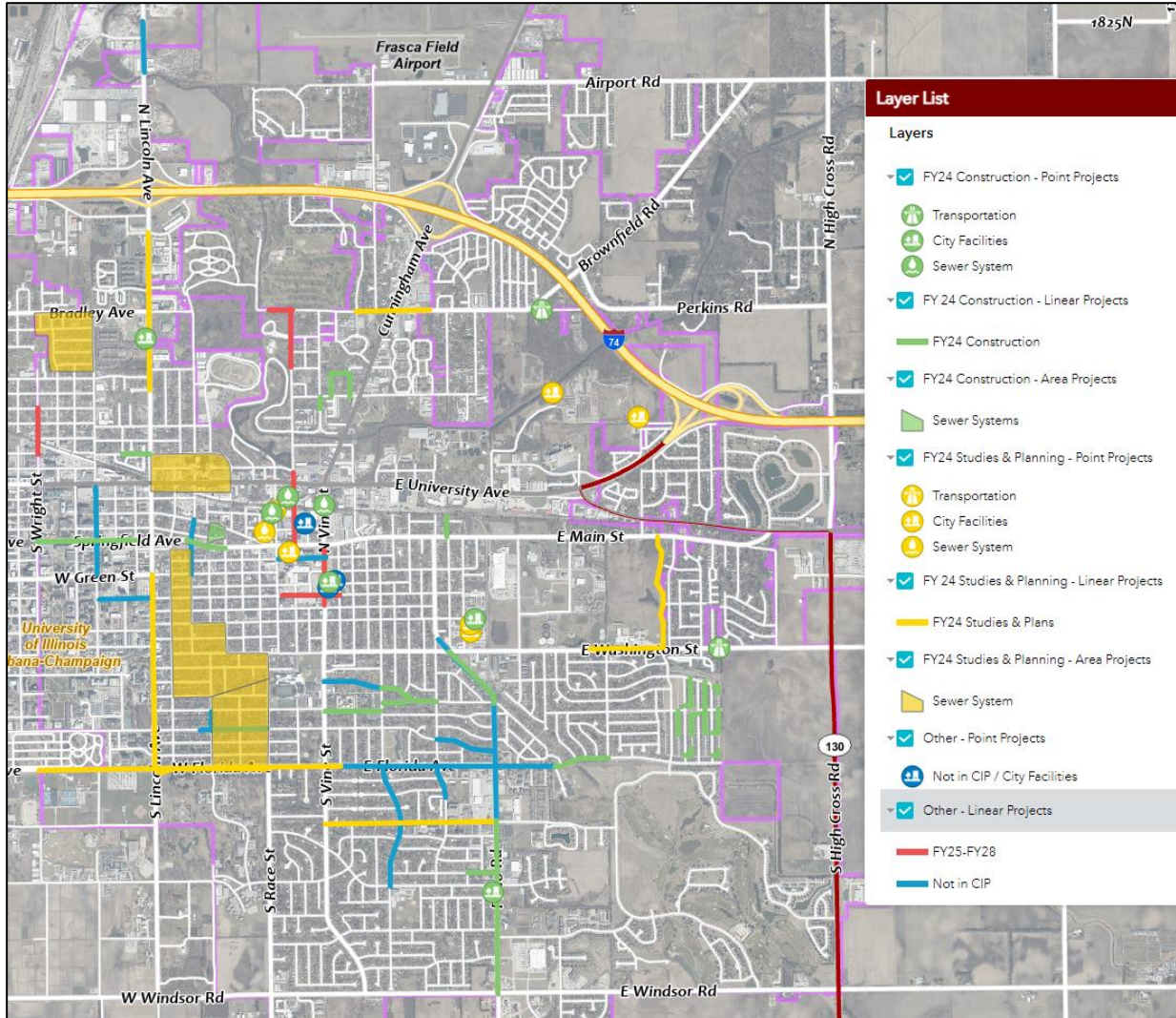
1. 200 – Capital Replacement & Improvement (CR&I) Fund
  - a. For the Fire Stations, updated land acquisition cost (FY23 Est.), reduced the construction estimate for FY24, and added a supplemental design budget in FY24.
  - b. Moved Vine St. & Illinois St. to SMFT fund and replaced it with Broadway (Elm to Park) project (Project 40182).
2. 201 – Stormwater Utility (SWU) Fund
  - a. Reduced the SWU fee revenue projections, using more accurate numbers.

- b. Modified assumed annual inflation rate for Projects 40402 and 40418 to 4% for consistency with other projects. Reduced the annual budget for storm sewer lining (Project 40418) in FY25 by \$60,000 due to the lower revenue projections.
    - c. Pushed construction for Boneyard Creek Crossing Improvements from FY25 to FY27 due to the lower revenue projections.
    - d. For the Boneyard Creek Segment #3 Bank Stabilization (Project 40414), moved unencumbered funds forward from FY23 to FY24, and moved the corresponding UCSD reimbursement forward from FY23 to FY24.
    - e. Updated FY23 estimates based on recently encumbered contracts (Projects 40412, 40417, 40418, and 40419), moving unencumbered funds forward to FY24.
    - f. Deleted Bridge Maintenance Projects (Project 40401) because no funds were spent in FY23. The bridge maintenance work for FY24 and forward has been moved to the CR&I fund.
    - g. Noted that the EPA 319 grant has not been awarded, and that the associated project is contingent on this grant funding.
  3. 202 – Local MFT Fund
    - a. Updated FY23 estimates based on recently encumbered contracts (Project 40159), moving unencumbered funds forward to FY24.
  4. 203 – State MFT Fund
    - a. For Savannah Green Alleys (Project 40148), reduced scope of construction from pavement rehabilitation to pavement patching for a smaller area. Bid price for the larger pavement rehabilitation project was prohibitively high. This project has a low priority score, so the funds previously budgeted for this project are being diverted to other, higher priorities – specifically, Vine St. and Illinois St. and Broadway Ave. (Elm to Park).
    - b. Moved Vine St. & Illinois St. from CR&I funds to SMFT funds in order to schedule the project earlier (studies & plans FY25, construction FY26). This was made possible with a significant reduction to the scope of the Savannah Green Alleys project. The Vine St. & Illinois St. project (Project 40168) previously included Elm St. from Race to Vine. Elm St. was removed from this project due to fund balance constraints.
    - c. For the two ITEP projects (Projects 40129 and 40137), moved construction from FY26 to FY25 after learning more details about the design requirements and timeline.
    - d. Updated FY23 estimates based on recently encumbered contracts (Projects 40148 and 40167), moving unencumbered funds forward to FY24.
    - e. Noted that the SS4A, RAISE, and future STBG (for Lincoln Ave. from Florida to Green) grants has not been awarded, and that the associated projects are contingent on this grant funding.
  5. 204 – Sanitary Sewer Fund
    - a. Increased Transfer to General Fund and to VEF in FY24. Reduced allocations for lining program due to fund balance constraints.
    - b. Updated FY23 estimates based on recently encumbered contracts (Projects 40511 and 40514), moving unencumbered funds forward to FY24.
  6. 331 – Community Development Grants Fund
    - a. No changes.
  7. 343 – TIF 4 (Cunningham Ave.) Fund
    - a. Increased sidewalk budget from \$100,000 to \$300,000 annually to move the total TIF 4 infrastructure spending closer to \$3 million.
  8. 344 – Central TIF Fund
    - a. Updated FY23 estimates based on recently encumbered contracts (Project 40169), moving unencumbered funds forward to FY24.
  9. 500 – Parking Fund
    - a. No change.

# Capital Improvement Plan

Fiscal Years 2024-2028

City of Urbana, Illinois



[Capital Improvement Plan FY2024-2028 \(ccgisc.org\)](http://ccgisc.org)

## Contents

Section 1: Executive Summary

Section 2: Asset Management Summary

Section 3: Transportation

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## Capital Improvement Plan FY2024-FY2028 Executive Summary

### Introduction

This Executive Summary highlights the updates to the City’s Capital Improvement Plan (CIP) FY 2024-2028. The City’s CIP is updated annually per Section 3 of City Council Resolution No. 8788-R14. This resolution also outlines funding policies for various types of capital improvement and maintenance projects and directs implementation through the budget process.

### What is the CIP?

The CIP outlines planned projects for the next five fiscal years for larger-scale, annual, outsourced operations/maintenance needs and capital improvements for City infrastructure assets which are organized into eight categories as follows.



The CIP is comprised of five major funds.

### **Capital Replacement and Improvement Fund (CR&I)**

The CR&I Fund is replenished by transfers from the General Fund. The CR&I Fund supports any and all capital projects with insufficient dedicated funding sources or without dedicated funding sources within the fund limits.

### **Local Motor Fuel Tax Fund**

Revenue for the Local MFT Fund comes from the local gas tax ordinance, last updated July 1, 2011. Funds are used for transportation capital projects and maintenance.

### **State Motor Fuel Tax Fund**

The State MFT Fund receives revenue from the State of Illinois’ motor fuel tax. Transportation projects that utilize State funds have extra restrictions and reporting requirements and are typically reserved for larger projects at this time. Periodic transportation grants also support this fund.

### **Sewer Benefit Tax Fund**

The Sewer Benefit Tax Fund derives its revenue from the sewer tax and is reserved for sanitary sewer improvements.

### **Stormwater Utility Fee Fund**

The Stormwater Utility Fee Fund derives its revenue from the stormwater utility fee and is reserved for storm sewers and stormwater-related improvements.

In addition to the dedicated CIP funds, many operational and maintenance activities are supported by the City’s General Fund via departmental operating budgets. Other funds will occasionally support capital improvements, but in an ancillary capacity to their primary purpose; these include: TIF funds, parking fund, and CDBG funds.



## CIP Document

The CIP is composed of several sections:

### *Section 1. Executive Summary*

The Executive Summary provides a high-level overview of updates to the 5-year rolling Capital Improvement Plan and its associated funds.

### *Section 2. Asset Management Summary*

The Asset Management Summary provides an overview of our asset management planning efforts to date. Since 2021, the City has been transitioning to a public infrastructure asset management approach to integrate planning, finance, engineering, and operations to effectively manage existing and new assets to recognize value, reduce risk, and provide satisfactory levels of service to community users in a fiscally sustainable and socially equitable manner. This section takes a holistic view of infrastructure assets to keep infrastructure assets functional. The City aims to continually review and improve our strategy to foster iterative improvement. Section 2 includes information on asset valuation, capital expenditures, operation and maintenance costs, revenue streams, funding gap analysis, and a summary fact sheet for each asset class.

### *Section 3. Transportation*

The Transportation Section provides a summary for operations, maintenance programs, and capital projects in the CIP. Transportation assets include: Road pavement, Bridges, Lights, Signals, & Signs, and Sidewalks & Pathways.

### *Section 4. Facilities*

The Facilities Section provides a summary of facility projects in the CIP as well as future projects identified from the Facilities Master Plan.

### *Section 5. Sewer Systems*

The Sewer Systems Section provides a summary of operations, maintenance programs, and capital projects in the CIP. Sewer assets include: Sanitary Sewers/Structures, Storm Sewers/Structures, and Other Stormwater Facilities.

### *Section 6. Fund Reports*

This section shows the anticipated revenues and expenditures for each of the major CIP funds. The Fund Reports for are incorporated into the FY 2024 Budget.

## CIP Planning Process

The CIP planning process begins in earnest in January. The CIP is updated and refined using the process below and presented to Council during the budget review process. The CIP is adopted with a resolution and the proposed expenditures for the upcoming fiscal year are incorporated in, and approved by, the Budget Ordinance. The CIP is drafted with the help of an interdisciplinary team.

The general CIP planning process is as follows:

1. *Asset Summary Review:* Staff updates asset valuations and data to inform existing conditions and funding targets for capital replacement and investment as well as operations and maintenance.
2. *Review of Operations/Maintenance Programs:* Expenditures for recurring maintenance line items are reviewed to ensure that there is an appropriate amount of funds to cover prioritized expenditures.
3. *Review Capital Projects List:* Existing projects are analyzed and new potential projects are added based on input from Operations/Engineering staff, a review of Master Plans, and in response to public concerns. For new projects, back of the envelope (BOE) costs are developed.
4. *Prioritize Projects:* Information is gathered for potential projects and then prospective projects are evaluated for priority based off the data.
5. *Partner Outreach:* Engage City departments and other governmental partners to share CIP projects and gather information that may inform the scope, size, or timing of projects.
6. *Financial Projections:* Revenue projections and fund balances are updated each year. Grant opportunities are evaluated and considered and any tentative partnership cost-share revenue streams are included.
7. *Schedule Projects for CIP:* Based off the availability of funds, the amount of expenditures on maintenance, and project prioritization, projects are added into the 5-year CIP.
8. *Review Fund Balances:* After projects are added into the CIP, the fund balances and trends are analyzed to confirm that implementation of the CIP is feasible.



## CIP Team

Tim Cowan, Public Works Director  
John Zeman, City Engineer  
Carmen Franks, Assistant City Engineer  
Vince Gustafson, Deputy Director of Operations  
Ray Garcia, Special Projects Manager  
Andy Murphy, Operations Supervisor  
Chris Cougill, Operations Supervisor  
Troy Richmond, Public Facilities Supervisor  
Richard Reynolds, Electrical Supervisor

Kevin Sanderson, Arbor Supervisor  
Scott Tess, Sustainability and Resilience Officer  
Carol Mitten, City Administrator  
William Kolschowsky, Senior Management Analyst &  
Assistant to City Administrator  
Elizabeth Hannan, HR & Finance Director  
Kris Francisco, Financial Services Manager  
Aly Robinson, Financial Analyst  
Wallace Arnold, GIS Specialist

## Major Highlights

*Mayor / City Council Strategic Goals for 2022-2023 Progress*

The City Council passed several strategic goals related to the CIP. A status update on efforts related to these goals is included below (bulleted items in *italics* below action steps are staff updates, not part of original adopted goals).

### Strategic Area #3: Infrastructure – Strategy 1. Improve quality of current infrastructure assets

- **Action Step A: Develop asset management plans of existing infrastructure (lighting, traffic signals, sanitary system, and bridges)**

- *Stormwater Asset Management Plan (SWAMP) - Tentative Completion in Q3 of 2024*
- *Lighting Asset Management Plan (LAMP) - Tentative Completion in Q3 of 2024*
- *Signalized Traffic Operational Plan (STOP) - Completed in Q2 of 2023.*
- *Fundamental Long-term Operation of Wastewater System (FLOWS) - Began in Q2 of 2023*
- *Bridge Evaluation & Asset Management Strategy (BEAMS) - Start date is still TBD.*

- **Action Step B “Develop plan for funding, level of service, and to replace/repair/build infrastructure (based on assessment)”.**

- *Asset management plans will help inform Action Step B so this is still on hold.*

### Strategic Area #3: Infrastructure – Strategy 2. Increase investment in infrastructure equity

- **Action Step A "Solicit community input for use of EQL funding"**

- *Completed*

- **Action Step B "Implement EQL selected projects in FY 23"**

- *All selected projects are currently in design or under construction*

- **Action Step C "Incorporate an equity lens into priorities evaluation"**

- *Engineering staff evaluated multiple equity factors for incorporation in transportation project prioritization; ended up giving extra weight to projects within CDTA locations*

### Strategic Area #3: Infrastructure – Strategy 3. Expand green infrastructure within the community

- **Action Step B "Evaluate options to enhance sustainability and climate resiliency on City-owned property and facilities"**

- *Programming for two (2) new fire stations supported evaluating renewable energy sources including solar and geothermal during design. One-year energy consumption at new storage facility being studied to determine budget for solar.*

*Facilities Master Plan Implementation – Still a Need to Borrow*

The bulk of implementing the Facilities Master Plan will occur during the next two calendar years, with an expected \$12 million of expenditures on City facilities. The largest projects include a City Building lobby redesign, two new fire stations, a new storage building, and a rehabilitation of Public Work facilities. For practical and financial reasons, it makes sense to undertake these projects in tight succession. However, this creates a short-term cash flow issue. In order to undertake these facilities improvements, the City will need to borrow funds. Overall, the City has very little debt and has significant capacity to borrow more.

*Staffing Vacancies Limiting CIP Implementation*

The past two years there has been substantial turnover in Public Works, especially the Engineering Division which serves as the primary division developing and implementing the CIP. This division hovered around a 50% vacancy rate in FY 22 and with some success in the first half of FY 2023 the City has been able to reduce the vacancy rate to 25% in the Engineering Division. That being said, this still puts a heavy demand on our staff to carry the workload. The result of staffing vacancies is delayed implementation of capital projects over the past two years; the City completed approximately 50% and 65% of the proposed capital spending in FY 22 and FY 23, respectively. The City began a deliberate recruitment effort for the remaining engineering vacancies in May 2023. The FY 24 budget includes a new position, Special Projects Manager, which is designed assist and oversee the project management work related to the Facilities Master Plan and other departmental needs. With an anticipated need for our capital investments to grow based on the asset management summary, there will be a continuous need to employ additional project managers to develop and implement the CIP.

*Grants*

Despite time constraints due to staffing vacancies, the City has still made deliberate efforts (and been rather successful) to pursue grant opportunities to help close our funding gaps. Approximately \$33M in grants are projected in our 5-year CIP and approximately \$9.4M of those funds have already been awarded/allocated/programmed. The remainder of the pending grants are primarily connected to high priority projects associated with our major arterial roadway corridors along Florida Avenue and Lincoln Avenue.

*MWDVBE Participation – Finding some success*

The City's current purchasing policy requires Equal Employment Opportunity (EEO) certification by the City's Human Relations Commission for contracts over a certain size (typically \$25,000). However, the Commission review process remain highly subjective as there are no adopted scoring metrics for certification. At this point, there are no defined goals or requirements for MWDVBE Participation. However, members of the City Council have expressed an interest in enhancing our MWDVBE contracting participation. To that point, City staff included a 10% goal MWDVBE participation in the evaluation of engineering consultants to implement our CIP in FY 22 and FY 23 as an initial effort to enhance MWDVBE participation. This initial effort has resulted in 14% MWDVBE participation for these services by total value. While successful, engineering services only represents 10-20% of the total CIP spending, and is an industry that has better opportunity for MWDVBE procurement. While capital projects are make up a significant percentage of City purchases, further enhancements of MWDVBE participation in purchasing/contracting is outside the general scope of the CIP and best pursued as an independent initiative; ideally as part of a Mayor/City Council Strategic Goal, due to the anticipated resource need.

*Construction Costs – Remain High and Unpredictable*

Inflation has had a substantial negative impact on the CIP. The National Highway Construction Cost Index which has remained exceptionally high currently results in an aggregate increase of 46% compared to two years ago. Project costs remain highly challenging to estimate due to the current unpredictability of the construction industry. Future year costs are typically projected to increase at the 10-year average rate of 2.9%. Not reflected in this increase is 'value engineering', where project scopes have been reduced to accommodate cost increases. For the first time since the pandemic began, Urbana has updated its Schedule of Fees resulting in some modest CIP revenue increases but this will not be able to counteract the current NHCCI increases thus limiting the capacity for improvements in the CIP.

*Equity and Quality of Life Project (EQL)*

In FY 22 there was an increase of \$2M to fund Equity and Quality of Life (EQL) projects which are now fully underway; ~60% of these funds went towards sidewalk enhancements and ~40% went toward street lighting enhancements. This year's CIP has included an additional \$1M for another round of EQL projects in FY25-26.

**Financial Impact**

To operate, maintain, and improve its infrastructure assets, the City outlines spending \$29.9M in FY 24 and \$102.6M over the next 5 years in the CIP. These expenses are paired with an associated \$91.1M in revenue through the life of the CIP; revenues include motor fuel taxes, sanitary and stormwater fees, state and federal grants, and General Fund revenue allocated to the CR&I Fund. The 5-year outlay exceeds the anticipated 5-year revenue primarily because the plan calls for spending down existing fund balances in the major capital funds but also wants to be proactively identifying and building our projects backlog. If all revenue and spending occurs according to the plan, some projects at the tail end of the CIP may require supplemental funding, scope reductions, or delayed completion.

*Capital Replacement and Improvement Fund (CR&I)*

The CR&I Fund will support the ongoing Facility Master Plan project implementation. Between FY 23 and FY 24 facility projects are estimated to cost roughly \$12M, which will be funded by debt. The CR&I also funds several other infrastructure projects that require unrestricted funds. With debt service payments, future years have expenses exceeding revenues, with the result of a drawing down of the fund balance by FY 28.

**CR&I FUND**

	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
TOTAL REVENUE	\$ 954,270	\$ 14,425,627	\$ 2,707,596	\$ 3,555,367	\$ 2,508,235	\$ 2,536,940
TOTAL EXPENSE	\$ 3,543,012	\$ 15,268,969	\$ 2,843,345	\$ 3,535,604	\$ 2,215,348	\$ 3,549,696
NET REVENUE / (EXPENSE)	\$ (2,588,742)	\$ (843,342)	\$ (135,749)	\$ 19,763	\$ 292,887	\$ (1,012,756)
BEGINNING FUND BALANCE	\$ 4,999,479	\$ 2,410,737	\$ 1,567,395	\$ 1,431,646	\$ 1,451,409	\$ 1,744,296
ENDING FUND BALANCE	\$ 2,410,737	\$ 1,567,395	\$ 1,431,646	\$ 1,451,409	\$ 1,744,296	\$ 731,541

*Local Motor Fuel Tax Fund (Local MFT)*

The Local MFT will primarily be used for maintenance programs in future years. Local motor fuel taxes are expected to be roughly \$685,000 annually through this CIP. The MFT fund is also budgeted to receive \$115,000 in revenue replacement from the ARPA fund via the ‘Standard Allowance’. Given the current slate of maintenance programs, the Local MFT fund balance is projected to be negative by FY 27. However, the Local MFT may receive future benefit from a local motor fuel tax increase.

**LOCAL MFT FUND**

	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
TOTAL REVENUE	\$ 788,854	\$ 783,586	\$ 788,465	\$ 798,492	\$ 693,669	\$ 703,999
TOTAL EXPENSE	\$ 1,957,531	\$ 1,048,750	\$ 780,000	\$ 780,000	\$ 780,000	\$ 780,000
NET REVENUE / (EXPENSE)	\$ (1,168,678)	\$ (265,164)	\$ 8,465	\$ 18,492	\$ (86,331)	\$ (76,001)
BEGINNING FUND BALANCE	\$ 1,437,745	\$ 269,067	\$ 3,903	\$ 12,369	\$ 30,861	\$ (55,470)
ENDING FUND BALANCE	\$ 269,067	\$ 3,903	\$ 12,369	\$ 30,861	\$ (55,470)	\$ (131,470)

*State Motor Fuel Tax Fund (State MFT)*

The State MFT has several revenue sources in the CIP with the last Rebuild Illinois Capital payment coming in FY 23. Future year revenues also contemplate receiving grants for multiple major arterial roadway corridor projects. If the City does not secure these grants, implementation of the projects would be delayed, or come at the expense of other projects. The fund balance is high at the beginning of the CIP and gradually reduced through FY 28.

**STATE MFT FUND**

	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
TOTAL REVENUE	\$ 2,221,901	\$ 3,414,799	\$ 3,959,725	\$ 12,452,334	\$ 9,077,598	\$ 7,713,170
TOTAL EXPENSE	\$ 4,768,132	\$ 5,623,160	\$ 4,333,250	\$ 13,530,630	\$ 9,259,000	\$ 8,975,000
NET REVENUE / (EXPENSE)	\$ (2,546,231)	\$ (2,208,361)	\$ (373,525)	\$ (1,078,296)	\$ (181,402)	\$ (1,261,830)
BEGINNING FUND BALANCE	\$ 6,675,880	\$ 4,129,649	\$ 1,921,288	\$ 1,547,763	\$ 469,467	\$ 288,065
ENDING FUND BALANCE	\$ 4,129,649	\$ 1,921,288	\$ 1,547,763	\$ 469,467	\$ 288,065	\$ (973,765)

*Stormwater Utility Fund*

In addition to annual programmatic expenses such as cleaning, televising and spot repairs, the Stormwater Utility Fund has planned capital projects at Boneyard Creek Crossing, Vine Street Pump Station, Main St. Brick Arch Sewer, and Storm Sewer Lining. The Stormwater Asset Management Plan (SWAMP) that is wrapping up and supplemental GIS data collection/implementation work kicking off at the end of FY 23 will better inform future revenue needs and project prioritization. The pre-final SWAMP has indicated a need for increased revenue which is slated for further discussion with Council in FY 24. The fund balance slowly decreases through the next 5-years but it is likely that some degree of rate adjustment will be implemented before running a deficit.

**STORMWATER UTILITY FUND**

	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
TOTAL REVENUE	\$ 1,821,651	\$ 1,936,889	\$ 1,752,695	\$ 1,778,685	\$ 1,805,066	\$ 1,831,842
TOTAL EXPENSE	\$ 2,824,927	\$ 2,709,455	\$ 1,992,700	\$ 2,060,006	\$ 2,529,716	\$ 2,201,660
NET REVENUE / (EXPENSE)	\$ (1,003,276)	\$ (772,566)	\$ (240,005)	\$ (281,321)	\$ (724,650)	\$ (369,818)
BEGINNING FUND BALANCE	\$ 2,428,456	\$ 1,425,180	\$ 652,614	\$ 412,608	\$ 131,288	\$ (593,363)
ENDING FUND BALANCE	\$ 1,425,180	\$ 652,614	\$ 412,608	\$ 131,288	\$ (593,363)	\$ (963,180)

*Sanitary Sewer Fund*

Like the Stormwater Utility Fund, much of the Sanitary Sewer Fund’s major expenses include programmatic maintenance activities such as cleaning, televising, and repairs. An asset management plan for our sanitary sewer system network began at the end of FY 23 and along with the supplemental GIS data collection/implementation it should better inform future revenue needs and project prioritization. The CIP currently shows fund balance becoming negative by the end of FY 27.

**SANITARY SEWER FUND**

	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
TOTAL REVENUE	\$ 1,505,568	\$ 1,704,032	\$ 2,757,327	\$ 1,614,972	\$ 1,638,972	\$ 1,663,331
TOTAL EXPENSE	\$ 1,862,096	\$ 2,318,105	\$ 3,008,452	\$ 1,901,354	\$ 1,962,657	\$ 2,023,078
NET REVENUE / (EXPENSE)	\$ (356,528)	\$ (614,073)	\$ (251,125)	\$ (286,382)	\$ (323,686)	\$ (359,746)
BEGINNING FUND BALANCE	\$ 1,523,361	\$ 1,166,833	\$ 552,760	\$ 301,635	\$ 15,253	\$ (308,433)
ENDING FUND BALANCE	\$ 1,166,833	\$ 552,760	\$ 301,635	\$ 15,253	\$ (308,433)	\$ (668,179)

**Looking Ahead**

The upcoming year looks to target intensive operations/maintenance programs to better preserve conditions of existing assets along with some large scale capital projects and holistic asset management planning. The City continues to pursue better decision making information for planning to promote long-term sustainability of the public infrastructure.

**Remaining Sections of the CIP**

- Section 2. Asset Management Summary
- Section 3. Transportation
- Section 4. Facilities
- Section 5. Sewer Systems
- Section 6. Fund Reports



# CAPITAL IMPROVEMENT PLAN

## FY 2024-2028

### Section 2: Asset Management Summary

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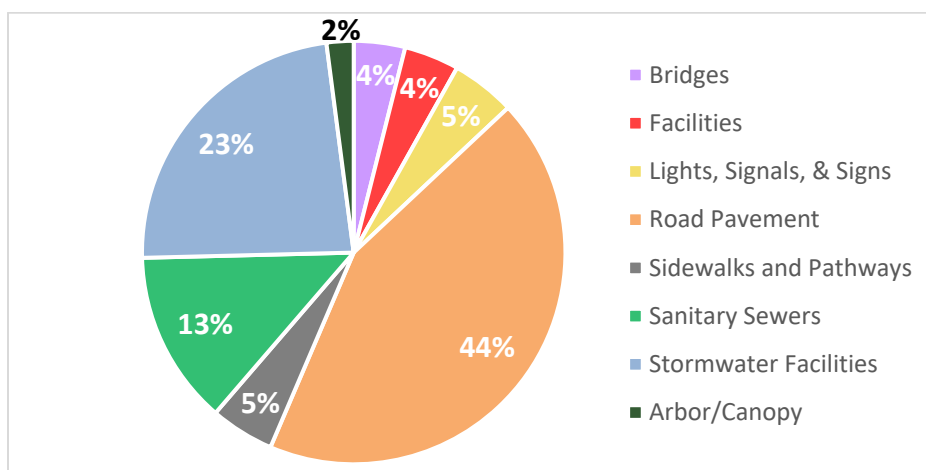
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**Asset Valuation**

The City of Urbana classifies its public infrastructure assets into eight categories. The assets are valued by the total current reconstruction value (CRV). By far, the City’s largest asset by valuation is pavement, comprising 44% of the asset value. Together with sidewalks, bridges, lights, signals, and signs, all transportation-related assets represent 58% of total asset value. Sanitary sewers and stormwater infrastructure represent 13% and 23% of assets, respectively.

**Figure 1. Percentage of Current Reconstruction Value by Asset Class**



**Figure 2. Estimates for Public Infrastructure Asset Valuations**

ASSET CLASS	2021 CRV	2023 CRV <sup>1</sup>
Bridges	\$40,300,000	\$59,000,000
Facilities	\$43,200,000	\$63,000,000
Lights, Signals, & Signs	\$49,800,000	\$73,000,000
Road Pavement	\$445,500,000	\$651,000,000
Sidewalks and Pathways	\$50,000,000	\$73,000,000
Sanitary Sewers	\$136,600,000	\$200,000,000
Stormwater Facilities	\$239,600,000	\$350,000,000
Arbor/Canopy	\$21,400,000	\$31,000,000
<b>Totals</b>	<b>\$1,026,400,000</b>	<b>\$1,500,000,000</b>

1. 2021 estimates have been inflated based on latest available National Highway Construction Cost Index (NHCCI) - 2022 Q3

CRV estimates for assets were developed using rough metrics that rely heavily on assumptions. For example, the CRV for Road Pavement was calculated by taking the square yards of pavement multiplied by regional averages for reconstruction by type of pavement. This is a rudimentary valuation, but provides a workable estimate. The tradeoff with this method is that it does not reflect all of the nuances that affect depreciation of assets. A more robust method of valuation, such as life cycle assessment requires more time, expertise, cost, and data than currently available. The City is working on developing asset management plans that will further refine these estimates in the future. Relatedly, given that valuations are for the reconstruction value, infrastructure can also be thought of as a liability for the City, because they represent future expenses that the City will need to incur.

### Revenue Summary

Capital replacement and investment (CR&I) and operation and maintenance (O&M) have diversified revenue streams. Stormwater Facilities and Sanitary Sewers have their own funds that are supported by dedicated taxes and user fees; these fees fund both CR&I and O&M expenses. Transportation projects are funded by a combination of local motor fuel tax, state motor fuel tax, and state/federal transportation grants. Large transportation capital projects are primarily directed to road pavement but often include other assets in the right-of-way. Motor fuel and transportation grants generally have restrictions on what they can be used for and can have extensive documentation requirements.

The remaining funds for Capital Improvement Plan (CIP) projects come from the City of Urbana General Fund. O&M expenses such as staff time, vehicles, engineering, upkeep, etc. for each asset are typically part of the Public Works Department and are included in the annual budget. The General Fund also transfers money to the CR&I Fund (Fund 200), which can be used on specific capital projects or programs.

Over the long term, the average amount of revenue equals the average amount of expenditures. In the short term, there is variation based on project timing, grants, and fund balance. Each revenue stream has its own respective long term outlook.

#### Motor Fuel Taxes

Revenue for Local MFT comes from the local gas tax ordinance, last updated July 1, 2011. Funds are used for transportation capital projects and maintenance. State MFT is apportioned to Illinois municipalities proportionate to their populations. In the past few years, the MFT funds have been negatively impacted by the pandemic and the resulting implications. Previous years accrued less revenue compared to pre-pandemic expectations and the long-term impact of a lower Census count is a reduction in revenue of \$115,000 per year. Furthermore, future year revenue estimates are less certain due to the increasing size of the electric vehicle market. In recent years, comparable metropolitan areas, like Danville, Bloomington, and Normal have increased their local gas taxes to help close the funding gap for transportation needs; their tax rates are nearly double Urbana's current rate of \$0.05/gallon. Similar to the local gas tax increases, in 2019, the State of Illinois implemented a substantial adjustment by doubling its base gas tax rate from \$0.19/gallon to \$0.38/gallon. The City should seriously consider reviewing and adjusting its local gas tax in the coming fiscal year with an overwhelming amount of unfunded transportation improvement needs.

#### Grants

Grants are highly volatile and unpredictable. The proposed CIP assumes that the City will receive approximately \$33M in grants over the next 5 years. Approximately \$9.4M of those grant funds have already been awarded/allocated/programmed. The remaining grants pending award are primarily for three (3) major projects as follows:

\$6.0M	STBG/STPU	Lincoln Avenue (Green Street to Florida Avenue) Construction
\$10.1M	RAISE	Florida Avenue (Wright Street to Hillcrest Street) Construction
\$7.3M	SS4A	Lincoln Avenue (Wascher Street to Killarney Street) Construction

If the City does not receive grants for these high priority projects, they are still likely to occur, but on a delayed schedule through construction phasing, scope reductions, or at the cost of other projects.

*Bond Issuance*

The CIP incorporates \$12M of debt issuance for implementation of Facility Master Plan projects. Currently, the City is nearly debt free; the Windsor Road Reconstruction debt will retire in FY 24. The lack of debt provides the City the fiscal flexibility to issue significant amount of debt to meet its infrastructure needs. Neighboring central Illinois communities have general obligation debts between \$48M and \$166M, or between \$550 and \$1,900 per capita. The proposed \$12M in debt for Urbana would equate to \$313 per capita. Additional bonding could be considered for other priority projects in the future.

*Sewer Benefit Tax*

The Sanitary Sewer Fund derives its revenue from the sewer tax, which is reserved for sewer improvements and is stable. Asset management planning for our sanitary sewer system has just begun and should better inform areas of improvement and potential revenue adjustments but as the fund reports show, the majority of this money is spent on operations/maintenance with a small percentage for sewer lining rehabilitation and no capacity for major capital replacement at this point.

*Stormwater Utility Fee*

The Stormwater Utility Fund derives its revenue from the stormwater utility fee, which is reserved for storm sewers and stormwater-related improvements. As the fund reports show, the majority of this money is spent on operations/maintenance with a small percentage for sewer lining rehabilitation and no capacity for capital replacement at this point. With the Stormwater Asset Management Plan wrapping up in early FY 2024, the pre-final findings suggest a need for revenue increases.

*General Fund*

In addition to O&M expenses paid directly out of the General Fund, the CR&I Fund is replenished by transfers from the General Fund. The CR&I Fund supports any and all capital projects with insufficient dedicated funding sources or without dedicated funding sources. Historically, the amount of transfers has fluctuated. This year’s CIP has included an additional \$1.5M transfer annually over the next 5 years to help fund our overwhelming infrastructure needs. In FY 22 there was an increase of \$2M to fund Equity and Quality of Life (EQL) projects which are now underway. This year’s CIP has included an additional \$1M for another round of EQL projects in FY25-26.

**Figure 3. Revenue Sources for CIP**

Fund Types	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan	Average
General Fund Ops	\$1,245,667	\$1,455,000	\$1,065,000	\$25,000	\$25,000	\$763,133
Unrestricted CR&I	\$2,410,627	\$2,637,596	\$3,265,367	\$2,493,235	\$2,521,940	\$2,665,753
Bond Proceeds	\$12,000,000	\$0	\$0	\$0	\$0	\$2,400,000
Motor Fuel Taxes	\$2,402,483	\$2,364,940	\$2,408,196	\$2,452,268	\$2,497,170	\$2,425,011
Grants	\$3,840,703	\$3,899,250	\$11,192,630	\$7,669,000	\$6,270,000	\$6,574,317
Sanitary Sewer Fee	\$1,574,032	\$1,591,327	\$1,614,972	\$1,638,972	\$1,663,331	\$1,616,527
Stormwater Fee	\$1,722,089	\$1,742,695	\$1,768,685	\$1,795,066	\$1,821,842	\$1,770,075
<b>Totals</b>	<b>\$25,195,600</b>	<b>\$13,690,808</b>	<b>\$21,314,851</b>	<b>\$16,073,540</b>	<b>\$14,799,282</b>	<b>\$18,214,816</b>



**Capital Replacement and Investment Expenditures**

**Targeted Spending for Capital Replacement and Investment (CR&I)**

By using the asset valuation and average lifecycle, a baseline target for annual CR&I expenditures has been calculated as follows.

**Figure 4. Targeted Spending for CR&I Based on Average Life Cycles**

ASSET CLASS	2023 CRV	AVERAGE LIFE EXPECTANCY	ANNUAL TARGET CR&I
Bridges	\$59,000,000	75	\$786,667
Facilities	\$63,000,000	50	\$1,260,000
Lights, Signals, & Signs	\$73,000,000	40	\$1,825,000
Road Pavement	\$651,000,000	60	\$10,850,000
Sidewalks and Pathways	\$73,000,000	100	\$730,000
Sanitary Sewers	\$200,000,000	100	\$2,000,000
Stormwater Facilities	\$350,000,000	100	\$3,500,000
Arbor/Canopy	\$31,000,000	60	\$516,667
<b>Totals</b>	<b>\$1,500,000,000</b>	<b>70</b>	<b>\$21,468,333</b>

On the whole, the City of Urbana would need to commit \$21.5M a year towards CR&I to replace its infrastructure at the end of its average life expectancy with in-kind quality replacement of existing infrastructure in order to maintain current conditions.

The \$21.5M figure represents a best-case scenario, where that amount has been accrued annually as a reserve for future replacement. In practice, Urbana has habitually under-committed funds for future capital replacement. To illustrate this point, if the City had been accruing reserves for future facilities projects since the last major capital investments in these assets, the City could have upwards of \$22M in reserved funds to undertake the Facility Master Plan. Instead, the City will need to borrow funds and is only proposing to spend \$12M in Facility capital improvements at this time, suggesting that the average quality of our facility assets will continue to decline over time.

**Capital Replacement and Investment (CR&I) in this 5-year CIP**

Urbana will not meet the spending target discussed above, since the City only averages \$15.2M in capital investment over the 5-year CIP. Over \$23.5M in pending grants, or about ~30% of the total 5-year spend (\$23.5M/\$76M) would need to be granted to allow the City to complete all projects in the 5-year outlay. Chronic underfunding ultimately leads to extending assets beyond their life expectancy, deteriorating conditions, and higher operating and maintenance costs.

**Figure 5. Proposed Spending for CR&I in this 5-year CIP**

Asset Class	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan	Average
Bridges	\$497,000	\$280,000	\$0	\$0	\$0	\$155,400
Facilities	\$12,369,456	\$1,650,554	\$1,655,181	\$1,660,275	\$1,666,000	\$3,800,293
Lights, Signals, & Signs	\$1,048,601	\$230,000	\$470,000	\$150,000	\$150,000	\$409,720
Road Pavement	\$6,411,050	\$2,915,000	\$14,280,630	\$9,384,000	\$10,415,000	\$8,681,136
Sidewalks & Pathways	\$1,505,262	\$2,388,250	\$480,000	\$0	\$0	\$874,702
Sanitary Sewers	\$1,163,000	\$1,406,000	\$249,600	\$259,584	\$269,967	\$669,630
Stormwater Facilities	\$1,070,000	\$330,000	\$343,200	\$756,928	\$371,205	\$574,267
Arbor/Canopy	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$24,064,369</b>	<b>\$9,199,804</b>	<b>\$17,478,611</b>	<b>\$12,210,787</b>	<b>\$12,872,172</b>	<b>\$15,165,149</b>

**Operation and Maintenance Expenditures**

**Targeted Spending for Operation and Maintenance (O&M)**

In addition to replacement at the end of an asset’s life-cycle, there are also interim operational and maintenance activities that are required to maintain functional condition and life expectancy of an asset. For example, while a road may not need a total replacement for 60 years, over its life there will be ongoing O&M costs of pot-hole filling, crack sealing, pavement patching, etc. that are still required to maintain functionality and achieve the desired life expectancy. Figure 5 below outlines a rudimentary calculation for establishing a baseline O&M spending target. While there is likely more gradation in the maintenance requirements than currently used in the calculations below, the varied type of assets within a class, local nuances, and past deferred maintenance make further refinement more complicated. Further refinement is not expected to provide greater insight since the target figures are representational and would still reflect broad-based averages and assumptions.

**Figure 6. Targeted Spending for Annual O&M Cost for Average Asset Life Expectancy**

ASSET CLASS	2023 CRV	ESTIMATED O&M REQUIREMENT	Annual O&M
Bridges	\$59,000,000	1.0%	\$590,000
Facilities	\$63,000,000	1.0%	\$630,000
Lights, Signals, & Signs	\$73,000,000	1.0%	\$730,000
Road Pavement	\$651,000,000	1.0%	\$6,510,000
Sidewalks and Pathways	\$73,000,000	1.0%	\$730,000
Sanitary Sewers	\$200,000,000	1.0%	\$2,000,000
Stormwater Facilities	\$350,000,000	1.0%	\$3,500,000
Arbor/Canopy	\$31,000,000	1.0%	\$310,000
<b>Totals</b>	<b>\$1,500,000,000</b>	<b>1.0%</b>	<b>\$15,000,000</b>

**Operation and Maintenance**

About 40% (\$5.3M) of what the City spends on public infrastructure O&M is completed through the CIP while the other 60% (\$7.9M) is completed by the Public Works Department via their operating budget. The overall spending is below the O&M target, but is generally close to the target, spending an average of \$13.2M a year on O&M for the City’s capital assets. While this is close to the hypothetical target, the target does not incorporate past deferred CR&I and maintenance into the funding goal. The result is that the City is not meeting this target on an ongoing basis, which will result in deteriorating conditions and shorter life expectancies.

**Figure 7. Operation and Maintenance Expenditures by City**

Asset Class	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan	Average
Bridges	\$230,232	\$192,994	\$100,836	\$138,760	\$106,769	\$153,918
Facilities	\$1,037,933	\$1,016,583	\$1,046,064	\$1,076,400	\$1,107,616	\$1,056,919
Lights, Signals, & Signs	\$1,481,192	\$1,721,723	\$1,710,284	\$1,446,905	\$1,533,617	\$1,578,744
Road Pavement	\$4,883,450	\$4,764,835	\$4,874,305	\$4,886,950	\$5,002,862	\$4,882,481
Sidewalks & Pathways	\$881,698	\$888,417	\$895,331	\$602,445	\$609,720	\$775,522
Sanitary Sewers	\$1,734,091	\$1,607,177	\$1,656,616	\$1,708,076	\$1,760,970	\$1,693,386
Stormwater Facilities	\$1,714,116	\$1,738,818	\$1,794,402	\$1,851,881	\$1,911,067	\$1,802,057
Arbor/Canopy	\$1,201,860	\$1,236,714	\$1,272,579	\$1,309,483	\$1,347,458	\$1,273,619
<b>Totals</b>	<b>\$13,164,573</b>	<b>\$13,167,260</b>	<b>\$13,350,416</b>	<b>\$13,020,901</b>	<b>\$13,380,079</b>	<b>\$13,216,646</b>

**Funding Gap Analysis**

\$21.5M	CR&I Targeted Average Annual Spending for average infrastructure life cycle
\$15M	O&M Targeted Average Annual Spending to meet average asset life expectancy
<b>\$36.5M</b>	<b>Total Targeted Average Annual Public Infrastructure Spending</b>
\$15.2M	CR&I Average Annual Spending Projections (next 5 years)
\$13.2M	O&M Average Annual Spending Projections (next 5 years)
<b>\$28.4M</b>	<b>Total Average Annual Spending Projections (next 5 years)</b>
\$6.3M	CR&I Average Annual Funding Gap (next 5 years)
\$1.8M	O&M Average Annual Average Funding Gap (next 5 years)
<b>\$8.1M</b>	<b>Total Average Annual Average Funding Gap (next 5 years)</b>

Urbana is below the annual targets for both CR&I and O&M investment, which is optimistic as this includes \$23.5M in pending grants and \$12M in bonding over the next 5 years. For CR&I, the consequence is infrastructure use well beyond our assets’ reasonably functional lives to a point of critical failure. The consequences for deferred O&M is quicker deterioration of our assets ultimately resulting in shorter life expectancies. The combination of underfunding both of these together exponentially increases the potential for catastrophic failures; in these instances, our options become restricted to abandonment, costly, unplanned emergency expenditures, or acceptance and use of ‘failed’ infrastructure assets.

**Sustainable Rates**

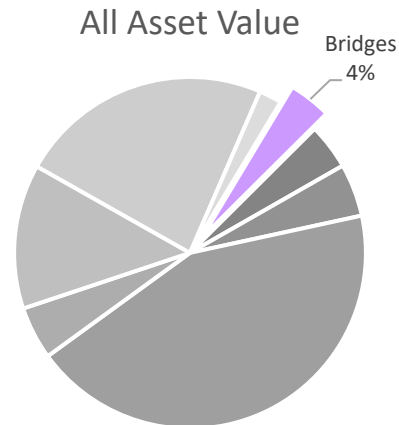
As mentioned previously, the asset valuations and funding targets are developed using benchmark industry standards, which have an inherent degree of imprecision. However, this analysis can be used to begin to identify what new, sustainable tax rates are needed in order for revenue to sufficiently fund the targeted amount of expenditures. For a hypothetical two-car, two-and-a-half person, single-family household, the projected impact would be an increase in taxes and fees of \$479/year. In the upcoming fiscal year, staff plan on exploring this issue in more detail to inform a discussion of sustainable tax rates for the local motor fuel tax, stormwater utility fee, and sewer benefit fee.

Asset Class	Current Rate	Needed Rate Increase	New Rate	Average Annual New	Calculations Notes
Pavement/Major Road	\$0.05	100%	\$0.10	\$33	Per Driver (650 a year)
Other/Unrestricted.		7%	\$0.00	\$68	Total GF Revenue, Per 2.5 person household
Sanitary Sewer	\$0.15	112%	\$0.33	\$118	Rate per 100, assume 100 per day per household
Stormwater	\$5.60	187%	\$16.08	\$126	Per single-family home (year)
<b>Total</b>				<b>\$479</b>	Per household

**Bridges**

**Description:** Bridges and Culverts in the City of Urbana used either for pedestrian or vehicular traffic and stormwater conveyance.

Asset Summary Table		
Quantity	25	Bridges
Value	\$59,000,000	Replacement Value (2023)
Life Expectancy	75	Years
Capital Replacement and Investment		
Target CR&I / Year	\$786,667	Straight Line Depreciation
Target CR&I /CIP	\$3,933,335	5-Year CIP
CIP Planned CR&I	\$777,000	
Deferred CR&I in CIP	(\$3,156,335)	
Operations and Maintenance Cost		
Annual O&M Target	\$590,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$153,918	
Annual Deficit	(\$436,082)	



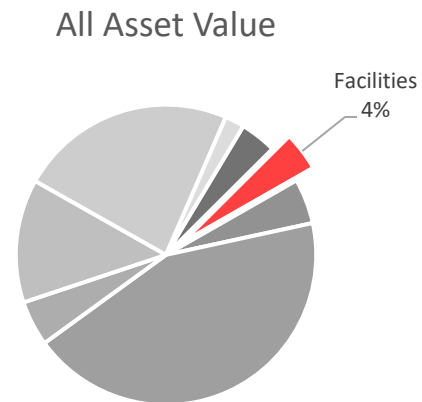
**Notes:** Washington Street Bridge was load restricted to 12 tons and added in FY 23 as an emergency repair as it is currently causing MTD buses and other heavy vehicles to reroute; construction is slated to begin in FY 24. Annual bridge inspection and other maintenance programs have been added to CIP to better identify and anticipate future bridgework needs.

**Asset Plan Documents:** No current plan documents.

**Public Facilities**

**Description:** Public facilities: four fire stations, pump house, LRC, City Building, Civic Center, Public Works buildings, storage shed, and landfill.

Asset Summary Table		
Quantity	12	Major Public Facilities
Value	\$63,000,000	Replacement Value
Life Expectancy	50	Years
Capital Replacement and Investment		
Target CR&I / Year	\$1,260,000	Straight Line Depreciation
Target CR&I /CIP	\$6,300,000	5-Year CIP
CIP Planned CR&I	\$19,001,466	Debt Payments
Deferred CR&I in CIP	N/A	Implementing Facilities Plan
Operations and Maintenance Cost		
Annual O&M Target	\$630,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$1,056,919	EST. using operations data
Annual Deficit	N/A	O&M costs includes utilities and other incidentals



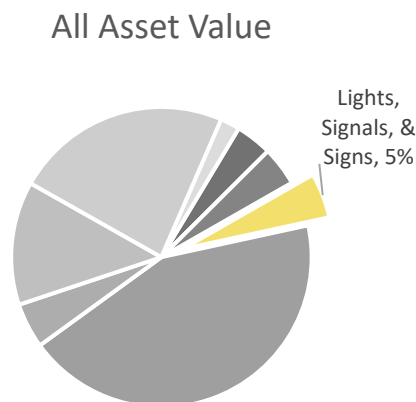
**Notes:** The City is implementing the vast majority of the Facilities Master Plan. Most of the facility improvements will began in FY 23 and will continue into FY 24 and be funded with debt financing. The surplus capital spending in the CIP reflects years of deferred investment. After the completion of the plan, most facilities would not need major CR&I improvements for several years, with the possible exception of a City Building expansion. Since facilities improvements are occurring in rapid succession, it is important to understand the limitations of the straight line depreciation on replacement value for financial planning. The CR&I expenditures reflect annual debt service payments as they occur.

**Asset Plan Documents:** [Facilities Master Plan](#)

**Lights, Signals, Signs**

**Description:** 48 traffic signal controllers, 96 traffic signal mast arms, 96 traffic signal poles, 98 street light controllers, 4,073 street light poles/luminaires, 512,181 feet of conduit and wiring and 4,516 signs.

Asset Summary Table		
Quantity	4,073	Light Poles
Value	\$73,000,000	Replacement Value
Life Expectancy	40	Years
Capital Replacement and Investment		
Target CR&I / Year	\$1,825,000	Straight Line Depreciation
Target CR&I /CIP	\$9,125,000	5-Year CIP
CIP Planned CR&I	\$2,048,601	(some work included in Projects)
Deferred CR&I in CIP	(\$7,076,399)	
Operations and Maintenance Cost		
Annual O&M Target	\$730,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$1,578,744	EST. using operations budget
Annual Deficit	N/A	(surplus due to past deferrals)



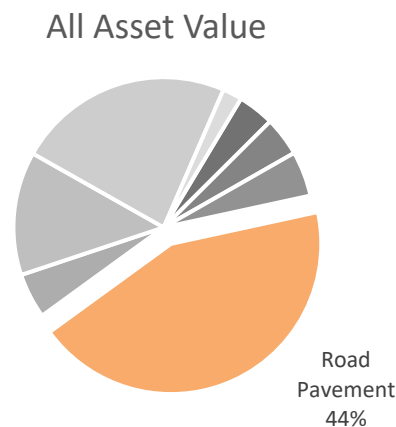
**Notes:** Goal in this CIP is to develop long-term proactive maintenance and capital investment strategies. Asset management plans for both street lighting and traffic signals were developed in FY 23. Some of the information from the traffic signals asset management plan has been incorporated in this CIP but we are still awaiting the final plan for street lighting. FY 23 included \$2M for Equity and Quality of Life (EQL) projects; based on submitted/selected projects, approximately 40% of this funding is going towards street lighting improvements.

**Asset Plan Documents:** [Traffic Signal Asset Management Plan](#)

**Road Pavement**

**Description:** 2,557,508 square yards of pavement.

Asset Summary Table		
Quantity	2,557,508	Square Yards of Pavement
Value	\$651,000,000	Replacement Value
Life Expectancy	60	Years
Capital Replacement and Investment		
Target CR&I / Year	\$10,850,000	Straight Line Depreciation
Target CR&I / CIP	\$54,250,000	5-Year CIP
CIP Planned CR&I	\$43,405,650	
Deferred CR&I in CIP	(\$10,844,350)	
Operations and Maintenance Cost		
Annual O&M Target	\$6,510,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$4,882,481	EST. using operations data
Annual Deficit	(\$1,627,519)	



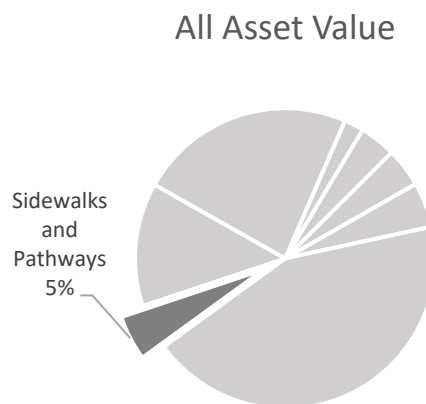
**Notes:** The City recently initiated pavement condition assessment scanning in FY 19; completed in FY 20. Since then we have been using that information to prioritize transportation capital improvement projects. More detail on the transportation prioritization method can be seen in the Transportation Project Book section of the CIP. Regarding life expectancy, 60 years is the estimated best case scenario right now; for reference IDOT benchmarks roads at a 45-year life expectancy. The construction standards in City code, last updated in 1998, allowed for roads that may not last beyond 20 years, a problem the City is currently paying for now with several subdivisions built in the early 2000’s, including the Savannah Green area, which is in need of rehabilitation in this CIP. Fortunately, new/existing City staff prioritized finalizing the critical updates to the City’s Subdivision and Land Development Code in FY 23. Council reviewed and approved the new Land Development Code along with the associated Manual of Practice and new standards will begin to be enforced at the start of FY 24.

**Asset Plan Documents:** [Pavement Condition Assessment Study](#)

**Sidewalk and Paths**

**Description:** 4.1 million square feet of pavement for sidewalks and pathways in the City rights-of-way.

Asset Summary Table		
Quantity	4,165,040	Square feet
Value	\$73,000,000	Replacement Value
Life Expectancy	100	Years
Capital Replacement and Investment		
Target CR&I / Year	\$730,000	Straight Line Depreciation
Target CR&I /CIP	\$3,650,000	5-Year CIP
CIP Planned CR&I	\$4,373,512	Included in other projects
Deferred CR&I in CIP	N/A	
Operations and Maintenance Cost		
Annual O&M Target	\$730,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$775,522	Sidewalk and Paths Project
Annual Deficit	N/A	



**Notes:** The Champaign County Regional Planning Commission has a Sidewalk Network Inventory and Assessment which City staff are currently working on translating into an annual CR&I implementation plan. The CIP includes CDBG funds for sidewalk projects. While there are not typically sidewalk specific CR&I projects in the CIP, sidewalks and paths are typically improved in large transportation projects. FY 23 included \$2M for Equity and Quality of Life (EQL) projects; based on submitted/selected projects, approximately 60% of this funding is going towards sidewalk improvements.

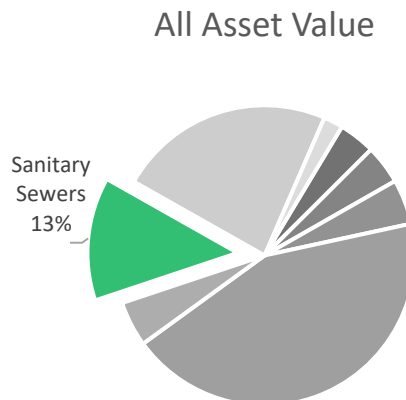
**Asset Plan Documents:** [RPC Sidewalk Inventory and Assessment](#)



**Sanitary Sewers**

**Description:** 542,208 feet of pipe (102 miles) of various diameters as well as 2,315 manholes.

Asset Summary Table		
Quantity	542,208	Feet of Pipe
Value	\$200,000,000	Replacement Value
Life Expectancy	100	Years
Capital Replacement and Investment		
Target CR&I / Year	\$2,000,000	Straight Line Depreciation
Target CR&I /CIP	\$10,000,000	5-Year CIP
CIP Planned CR&I	\$3,348,151	
Deferred CR&I in CIP	(\$6,651,849)	
Operations and Maintenance Cost		
Annual O&M Target	\$2,000,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$1,693,386	EST. using operations data
Annual Deficit	(\$306,614)	



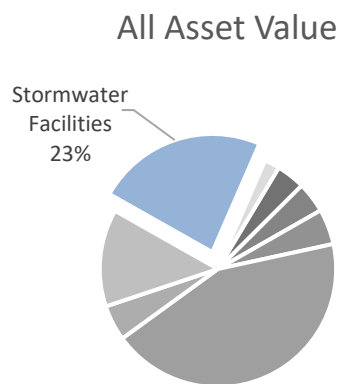
**Notes:** The City shares ownership of the sanitary sewer system with the Urbana Champaign Sanitary District (UCSD), which owns their own pipes (primarily interceptors) and the Wastewater Treatment Plant. The City owns smaller pipes (typically 6-inch to 15-inch diameter) which convey sanitary sewage to the UCSD interceptors. The Urbana Sewer Use rate is \$0.1540 per 100 gallons. The City has just begun efforts on an asset management plan for our sanitary sewer system which will better inform asset valuation, sustainable funding, and capital improvements. The City provides a number of financial assistance programs for private users with the sanitary sewer fund to help offset large, sometimes inequitable expenses. The City also approved use of \$1.3M of its ARPA funds for a Sanitary Sewer Lateral Lining Pilot Program to encourage homeowners to proactively pursue more affordable rehabilitation methods (primarily sewer lining) for their privately-owned sewer lateral lines. The program will help inform private interest in the program, logistical challenges with it, and economics of supporting similar programs beyond the pilot program. UCSD has an interest in participation in the future pending the outcomes of the Pilot program as it could further eliminate unwanted inflow/infiltration into the sanitary sewer system and the wastewater treatment plant. Additionally, the City is kicking off a major data collection and GIS integration effort at the beginning of FY 24 to drastically improve the data/information available in the City’s GIS which will lead to enhanced forecasting, planning, and modeling capabilities.

**Asset Plan Documents:** [Annual Sewer Activity Reports](#)

**Stormwater Facilities**

**Description:** Stormwater facilities include 763,702 feet (144 miles) of stormwater pipes, wet bottom retention basis, dry bottom detention basins, 8,000 manholes, and the Vine Street pump station.

Asset Summary Table		
Quantity	763,702	Feet of Pipe
Value	\$350,000,000	Replacement Value
Life Expectancy	100	Years
Capital Replacement and Investment		
Target CR&I / Year	\$3,500,000	Straight Line Depreciation
Target CR&I /CIP	\$17,500,000	5-Year CIP
CIP Planned CR&I	\$2,871,333	
Deferred CR&I in CIP	(\$14,628,667)	
Operations and Maintenance Costs		
Annual O&M Target	\$3,500,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$1,802,057	using operations data
Annual Deficit	(\$1,697,943)	



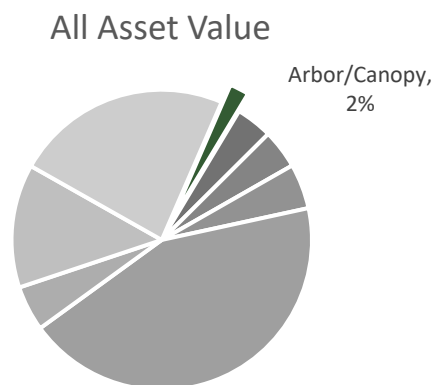
**Notes:** A Stormwater Asset Management Plan that began in recent years is nearing completion (likely 1<sup>st</sup> quarter of FY 24). A pre-final plan indicates a need to increase revenues to sustainably maintain the City’s stormwater assets. The City implemented a dedicated stormwater utility fee in 2011 to fund the management of its stormwater facilities and maintain compliance with the National Pollutant Discharge Elimination System (NPDES MS4) Permit program. The fee is charged based on Equivalent Residential Units (ERUs) which was set at 3,100 square feet of impervious area. Additionally, the City is kicking off a major data collection and GIS integration effort at the beginning of FY 24 to drastically improve the data/information available in the City’s GIS which will lead to enhanced forecasting, planning, and modeling capabilities.

**Asset Plan Documents:** [Stormwater Asset Management Plan](#) (to be completed in FY 2024)

**Urban Canopy**

**Description:** Parkway trees, in City owned rights-of-way and City-owned properties.

Asset Summary Table		
Quantity	10,935	City Trees
Value	\$31,000,000	Replacement Value
Life Expectancy	60	Years
Capital Replacement and Investment		
Target CR&I / Year	\$516,667	Straight Line Depreciation
Target CR&I /CIP	\$2,583,335	5-Year CIP
CIP Planned CR&I	0	
Deferred CR&I in CIP	(\$2,583,333)	
Operations and Maintenance Costs		
Annual Maintenance Target	\$310,000	Rudimentary 1%
Current Annual Maintenance Expenditures	\$1,273,619	EST. using operations data (includes landscaping efforts as well)
Annual Deficit	N/A	



**Notes:** The City has over 10,000 parkway trees planted. In addition to reactive maintenance from wear and weather, trees are proactively trimmed on a multi-year cycle. Industry standards for tree trimming suggest a 7-year cycle for systematic pruning; staff time currently allows for maintaining trees on closer to a 13-year cycle. The annual CR&I figure is the replacement cost of a mature tree. In practice, a 60-year old tree would not be replaced in kind. This figure does not include the cost of adding new trees to vacant sites. It should be noted that planting new trees would come with a corresponding increase in maintenance requirements; without an increase in staff and equipment, the proactive trimming cycle would lengthen, impacting the health of the trees.

**Asset Plan:** The City is currently reviewing its long-term plans for managing its Urban Canopy. Past practice has been to replace trees as they die. However, this practice, in conjunction with budget constraints, has led to a geographically inequitable distribution of City trees. The City recently received a \$100,000 donation from a private donor to promote a more equitable allocation of street trees. Additional funds beyond this for new plantings have had to be turned down by the City as the pruning maintenance cycle is woefully behind and adding more arbor assets cannot be justified until the City is able to improve its operations to take care of its current assets.

# Section 3: Transportation

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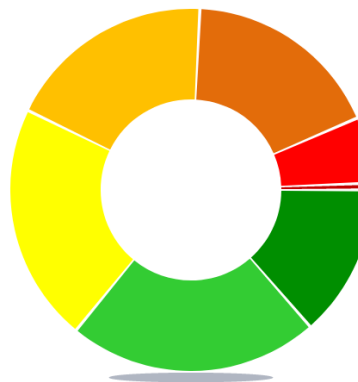
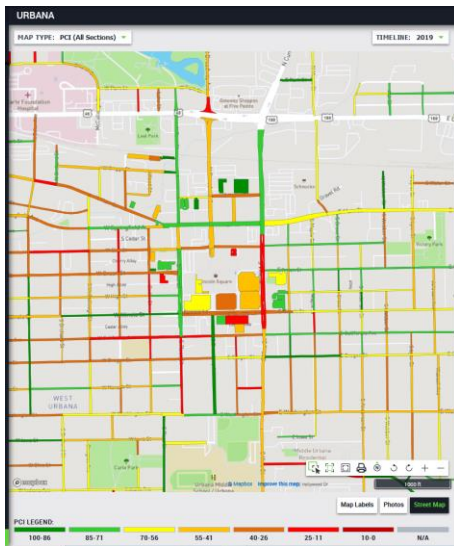
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# Operations

## Pavement Management

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40112 - PAVEMENT MANAGEMENT SYSTEM	200 CR&I	19,820	180,000	20,000	20,000	20,000	20,000
40112 - PAVEMENT CORE STUDIES	200 CR&I	-	25,000	25,000	25,000	25,000	25,000
TOTAL		19,820	205,000	45,000	45,000	45,000	45,000

Area by PCI Range (All Surface Types)  
2022 Total Roadway Pavement Area by PCI Range



By PCI Range		
PCI Range	Area, sf	Percentage
Good	3,046,303	13.6%
Satisfactory	5,021,627	22.4%
Fair	4,776,449	21.3%
Poor	4,170,275	18.6%
Very Poor	3,979,016	17.7%
Serious	1,323,022	5.9%
Failed	133,763	0.6%

[https://apps.appliedpavement.com/hosting/urbana\\_2022/](https://apps.appliedpavement.com/hosting/urbana_2022/)



### Description

Condition assessment of pavement by scanning and by pavement core samples. Pavement asset management plan.

### Location

City-wide for pavement scanning and asset management; select capital projects for pavement core studies.

### Purpose and Need

Data for maintenance and capital planning, monitor level of service, and asset management.

### Timeline

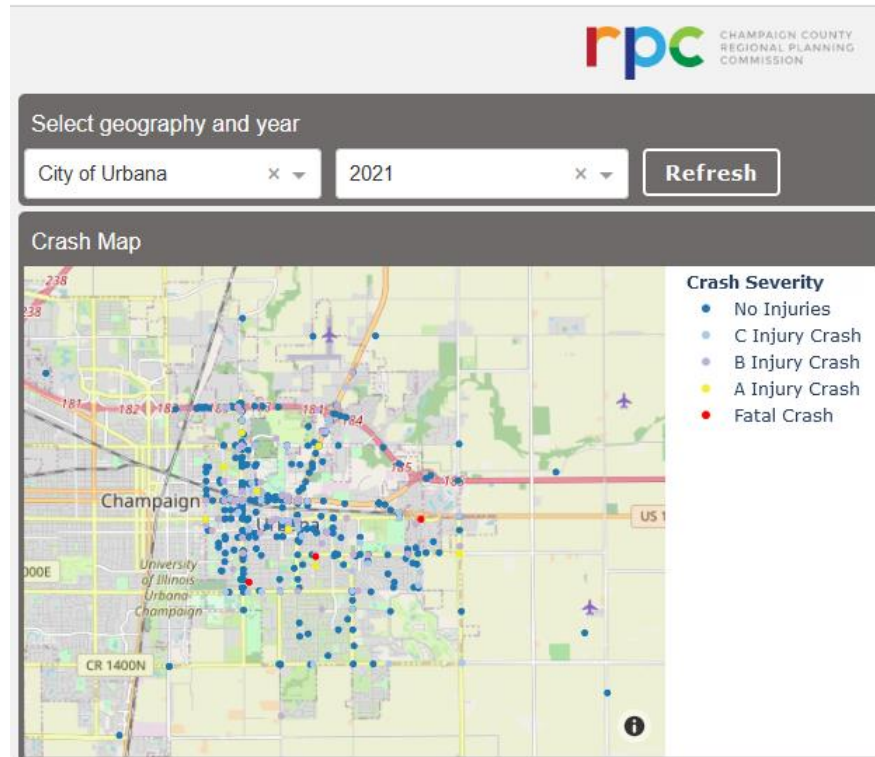
Rescan City-wide FY24 (5 year cycle).  
Annual development of pavement asset management plan.  
Pavement Core Studies in advance of design.

### Changes from Previous CIP

Added Pavement Core Studies.

### Traffic Studies

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40120 - MISC. TRAFFIC STUDIES	200 CR&I	27,201	20,000	20,000	20,000	20,000	20,000
	331 CDBG	18,525	-	-	-	-	-
40176 - TIF 4 MISC. TRAFFIC STUDIES	343 TIF 4	-	200,000	-	-	-	-
TOTAL		45,726	220,000	20,000	20,000	20,000	20,000



#### Champaign County Traffic Crash Dashboard

Crashes	Fatalities	Severe Injuries	Bicycle Crashes	Pedestrian Crashes	Heavy Vehicle Crashes
602	3	17	14	12	6

<https://crashdashboard.ccrpc.org/>

**Description**

Collection and analysis of multimodal traffic data, including volume, speed, and crash records.

**Location**

Various street segments and intersections, determined by safety priority or public input.

**Purpose and Need**

Identify specific traffic safety problems and recommendations.

**Timeline**

Annual Misc. Traffic Study.  
TIF 4 (Cunningham Ave.) Traffic Studies FY24.

**Changes from Previous CIP**

Increased annual budget for Misc. Traffic Studies.  
Added TIF 4 (Cunningham Ave.) Traffic Studies.



### Material Testing

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40181 - MISC. MATERIAL TESTING	200 CR&I	-	15,000	15,000	15,000	15,000	15,000



**Description**

Construction material inspection and testing by a qualified testing laboratory.

**Location**

Various locations.

**Purpose and Need**

Quality assurance of materials used on construction. For maintenance programs and capital projects when construction observation is performed by City staff.

**Timeline**

Annual.

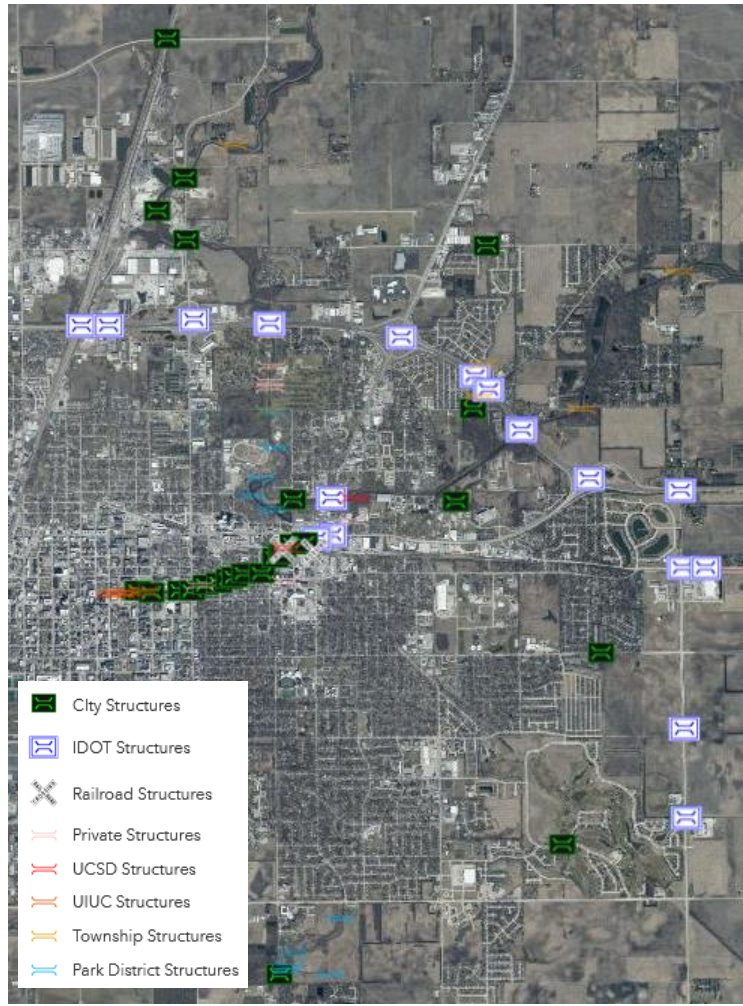
**Changes from Previous CIP**

Added Misc. Material Testing.



### Bridge Inspections

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40171 - BRIDGE INSPECTION PROGRAM	203 SMFT	22,100	-	35,000	-	35,000	-



**Description**

Inspection of in-service bridges and structures according to National Bridge Inspection Standards.

**Location**

12 bridges (clear span ≥ 20 ft), 13 small structures (clear span < 20 ft), 2 pedestrian bridges, 1 closed bridge, and 1 railroad bridge.

**Purpose and Need**

Federal requirements for bridge inspection, data for maintenance and capital planning, monitor level of service, and asset management.

**Timeline**

27 bridges and structures on 24-month cycle.  
2 bridges on 48-month cycle (condition based).

**Changes from Previous CIP**

Increased budget for bi-annual inspections to satisfy current IDOT requirements.

## Maintenance Programs

### Pavement Patching

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40108 - ANNUAL STREET PATCHING	202 LMFT	380,000	225,000	300,000	300,000	300,000	300,000
40179 - TIF 4 STREET PATCHING	343 TIF 4	-	100,000	100,000	100,000	-	-
TOTAL		380,000	325,000	400,000	400,000	300,000	300,000



**Description**

Pavement patching by contractor.

**Location**

Various locations determined by pavement condition and other priority criteria, typically on streets with higher traffic volumes.

**Purpose and Need**

Pavement rehabilitation. Full-depth repairs to address local pavement, base, or subgrade failure. Complement to pavement patching by City staff.

**Timeline**

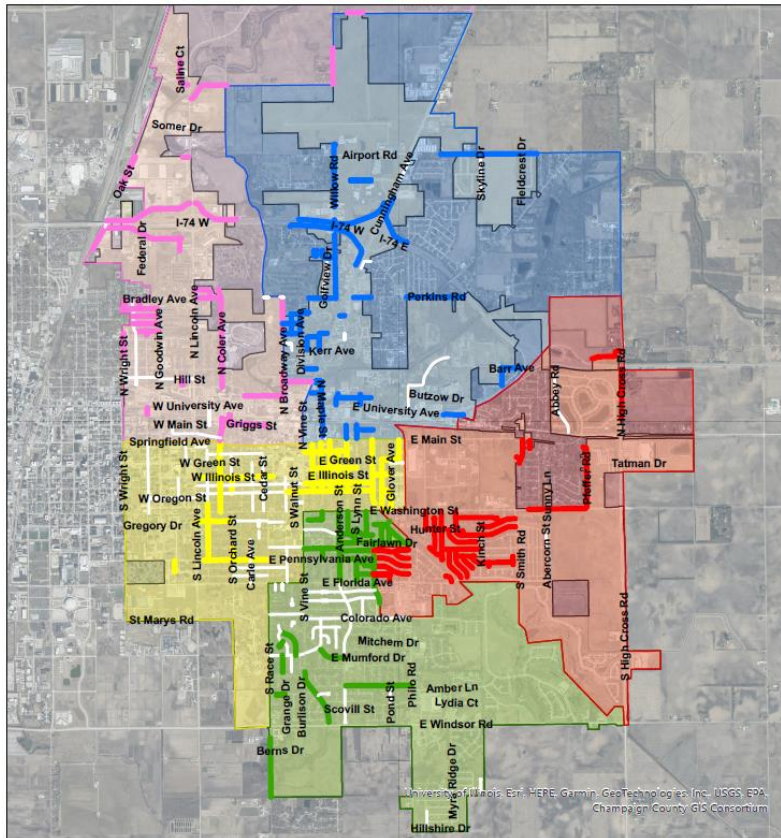
Annual for City-wide program.  
TIF 4 (Cunningham Ave.) FY24 to Dec. 2025.

**Changes from Previous CIP**

Increased budget for annual City-wide program.  
Added TIF 4 (Cunningham Ave.).

### Bituminous Surface Treatment

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40114 - OIL & CHIP, SEAL, PRESERVATION	202 LMFT	140,061	210,000	290,000	290,000	290,000	290,000



**Note:**  
Bold, white lines indicate streets eligible for conversion to BST. Bold, colored lines indicate streets with existing BST.

**Description**

Bituminous surface treatment (BST), also known as “oil and chip” or “chip seal”, applied on a 5-year cycle.

**Location**

Various streets with BST or other surface types but eligible for conversion to BST (primarily asphalt surfaces). City is divided into 5 zones.

**Purpose and Need**

Pavement preservation. Liquid bituminous material covered with chip-size (3/8 inch) aggregate seals the pavement surface, inhibits raveling, and improves surface friction. Typically applied to local or collector streets with good to excellent pavement condition. Target annual budget is \$375,000.

**Timeline**

Zone 2 (yellow on map) in FY23.  
Zone 3 (green on map) in FY24.

**Changes from Previous CIP**

Increased annual budget.

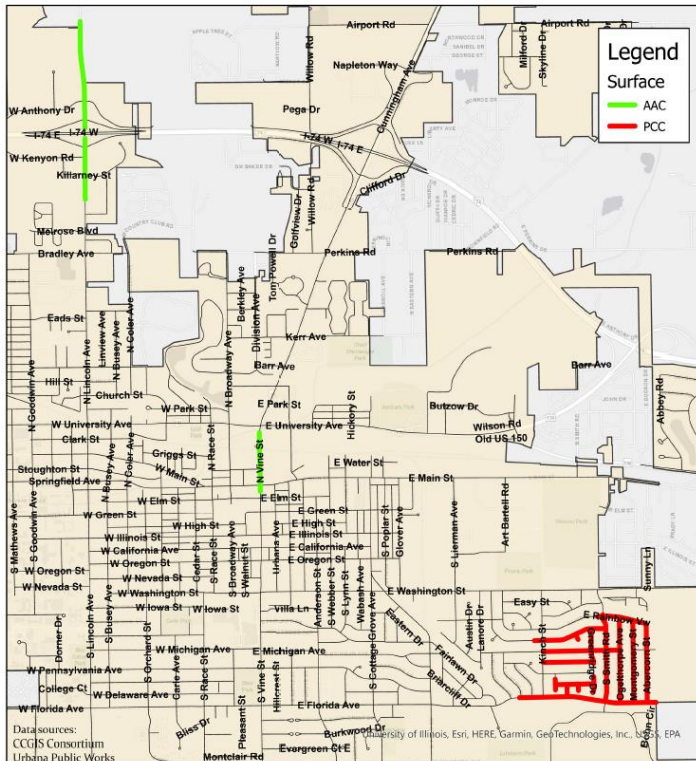


### Crack and Joint Sealing

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40159 - ANNUAL JOINT SEAL AND CRACK PROGRAM	202 LMFT	123,716	210,000	190,000	190,000	190,000	190,000

### 2023 Joint and Crack Sealing

Section Number: 23-00660-00-PP



**Notes:**  
 "PCC" indicates a street with concrete surface (Portland Cement Concrete).  
 "AAC" indicates a street with asphalt surface.

**Description**

Routing and sealing of joints and working cracks with hot-poured joint sealant. Program initiated in 2023 (FY23 budget).

**Purpose and Need**

Pavement preservation. Mitigates moisture infiltration into pavement and slows crack deterioration. Typically applied to streets with a pavement surface that is 10 to 20 years old and is in very good to excellent condition. Target annual budget is initially \$200,000 through FY28, then reduced to \$100,000.

**Timeline**

- Savannah Green in FY23 (map).
- Windsor Rd. & Myra Ridge (north) in FY24.
- Beringer Commons & Myra Ridge (south) in FY25.
- Somerset & Stone Creek (south) in FY26.
- Stone Creek (north) in FY27.

**Location**

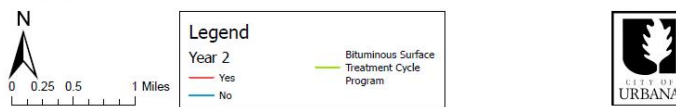
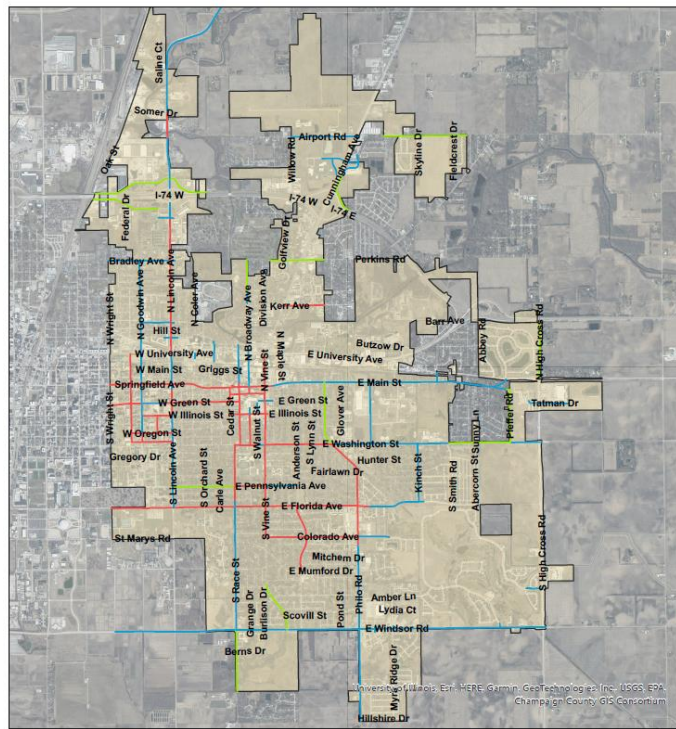
Various streets, primarily concrete surfaces.

**Changes from Previous CIP**

Increased annual budget for FY25-FY28.

### Pavement Markings

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40113 - BIKE LANES & SIDEPATHS	200 CR&I	16,691	21,177	21,791	22,423	23,073	23,696
40160 - ANNUAL PAVEMENT MARKING PROGRAM	200 CR&I	-	30,000	30,000	30,000	30,000	30,000
	202 LMFT	35,378	-	-	-	-	-
TOTAL		35,378	51,177	51,791	52,423	53,073	53,696



**Description**

Reapplication of pavement marking lines and symbols for bike lanes (40113) and pavement marking lines for vehicle lanes (40160).

**Location**

Streets with existing pavement markings, City-wide.

**Purpose and Need**

Reapply pavement markings when existing markings are faded or have been removed by maintenance activity. Complement to pavement marking maintenance by City staff.

**Timeline**

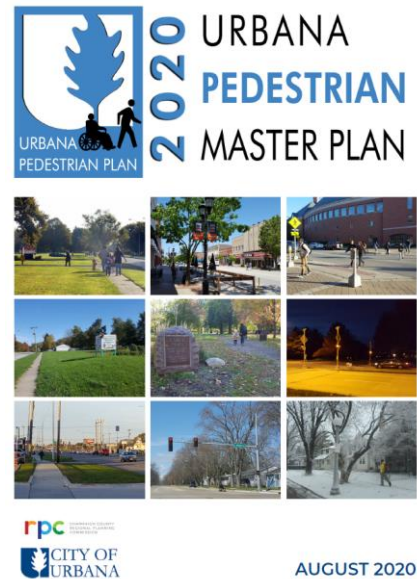
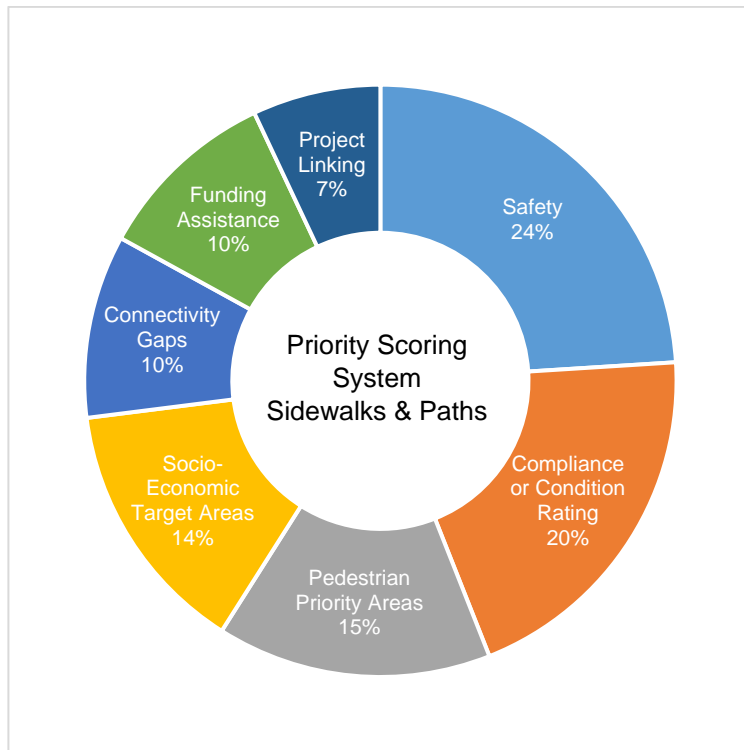
Streets are assigned 1-year, 3-year, 6-year, or 12-year pavement marking cycles, based on historical performance.

**Changes from Previous CIP**

Moved vehicle pavement markings from LMFT to CR&I.

### Sidewalks and Paths

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40101 - SIDEWALK MAINTENANCE	200 CR&I	122,427	150,000	150,000	150,000	150,000	150,000
40170 - CDBG SIDEWALKS	331 CDBG	444,269	200,000	200,000	200,000	200,000	200,000
40177 - TIF 4 SIDEWALKS	343 TIF 4	-	300,000	300,000	300,000	-	-
40175 - CENTRAL TIF DOWNTOWN SIDEWALKS	344 Cent TIF	-	100,000	-	-	-	-
TOTAL		566,696	750,000	650,000	650,000	350,000	350,000



**Description**

Repair, replacement, or new construction of sidewalks and shared-use paths by contractor.

**Location**

Various locations City-wide, identified in the Pedestrian Master Plan or by public input.

**Purpose and Need**

Priority is given to locations based on the scoring system illustrated above. Complement to sidewalk repairs by City staff.

**Timeline**

Annual for CR&I and CDBG programs.  
TIF 4 (Cunningham Ave.) FY24 to Dec. 2025.  
Central TIF FY24.

**Changes from Previous CIP**

Increased annual budget for sidewalks in CR&I.  
Added TIF 4 (Cunningham Ave.) and Central TIF.



### Traffic Signals

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40141 - TRAFFIC SIGNAL & STREET LIGHT MAINTENANCE	200 CR&I	15,000	50,000	50,000	50,000	50,000	50,000
40604 - ANNUAL SIGNAL CR&I	200 CR&I	88,125	41,000	246,000	198,000	62,000	110,000
40180 - TIF 4 INTERSECTION IMPROVEMENTS	343 TIF 4	-	-	200,000	200,000	-	-
<b>TOTAL</b>		<b>103,125</b>	<b>91,000</b>	<b>496,000</b>	<b>448,000</b>	<b>112,000</b>	<b>160,000</b>

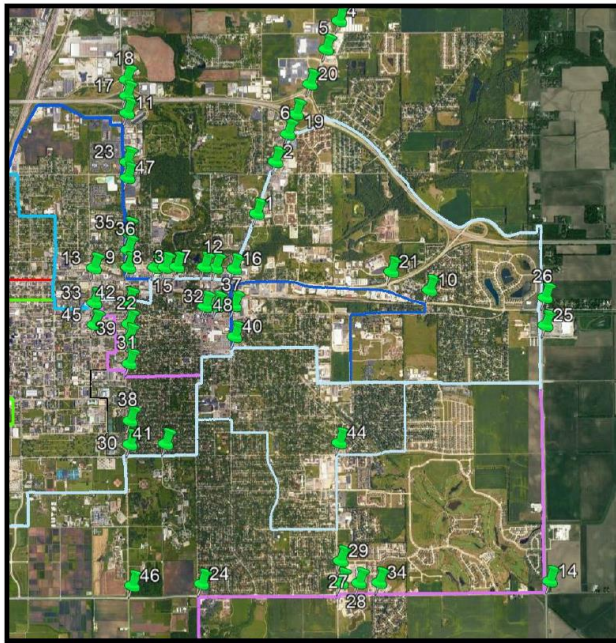
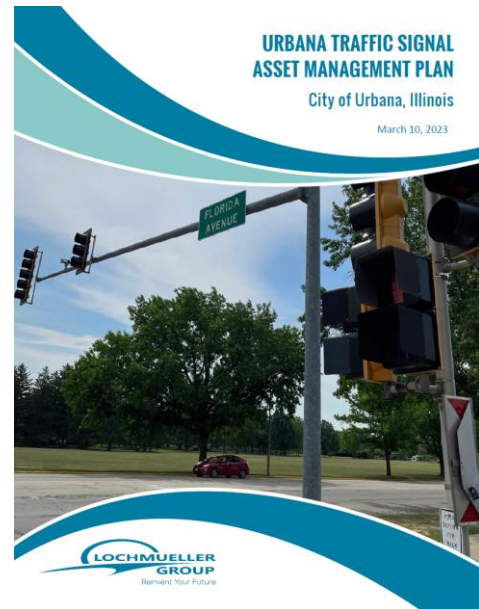


Figure 1. Existing i3 Fiber Network as of March, 2023 and City of Urbana Signalized Intersections



**Description**

Maintenance, repair, and improvements to traffic signal assets.

**Location**

Traffic signals owned and maintained by Urbana (25 signalized intersections and 20 pedestrian warning systems) or maintained by Urbana (23 signalized intersections and 1 pedestrian warning system).

**Purpose and Need**

Functioning and updated traffic signals for safe and efficient traffic flow. The Traffic Signal Asset Management Plan identifies priority short-term and long-term improvements.

**Timeline**

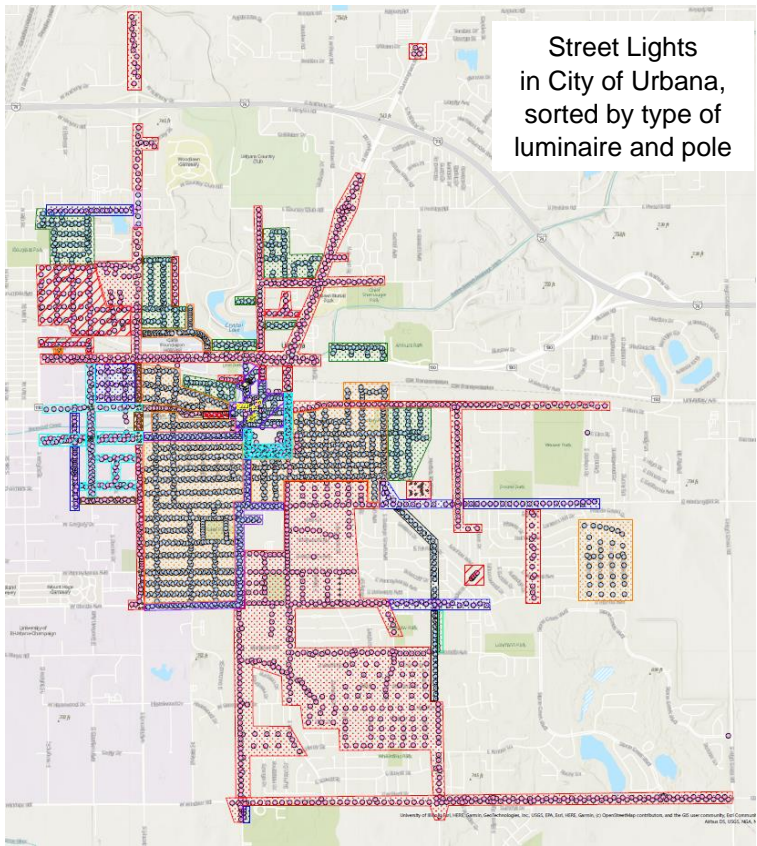
Lincoln & Springfield FY24  
Lincoln & Windsor FY25  
TIF 4 (Cunningham Ave.) FY25 to Dec. 2026.  
Goodwin & Green, Philo & Florida FY26  
Philo & Scovill FY27.

**Changes from Previous CIP**

Asset management plan completed. Increased annual budget for maintenance.  
Added TIF 4 (Cunningham Ave.).

### Street Lighting

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40606 - ANNUAL STREET LIGHTING CR&I	200 CR&I	79,500	-	-	-	-	-
40174 - CDBG STREET LIGHTING	331 CDBG	-	150,000	150,000	150,000	150,000	150,000
40178 - TIF 4 STREET LIGHTING	343 TIF 4	-	165,000	165,000	165,000	-	-
	TOTAL	79,500	315,000	315,000	315,000	150,000	150,000



GLOBE FIXTURE WITH CONCRETE POLE (QTY. 1400)



COBRA HEAD WITH ALUMINUM POLE (QTY. 1300)

**Description**

Improvements to existing street lights and installation of new street lights.

**Location**

Various locations City-wide.

**Purpose and Need**

Asset management plan will identify recommended improvements for existing street lights, propose new construction standards for Urbana street lights, and provide guidelines for prioritizing new street light installations.

**Timeline**

Completion of asset management plan FY24. Annual improvements in Community Development Target Areas. TIF 4 (Cunningham Ave.) FY24 to Dec. 2026.

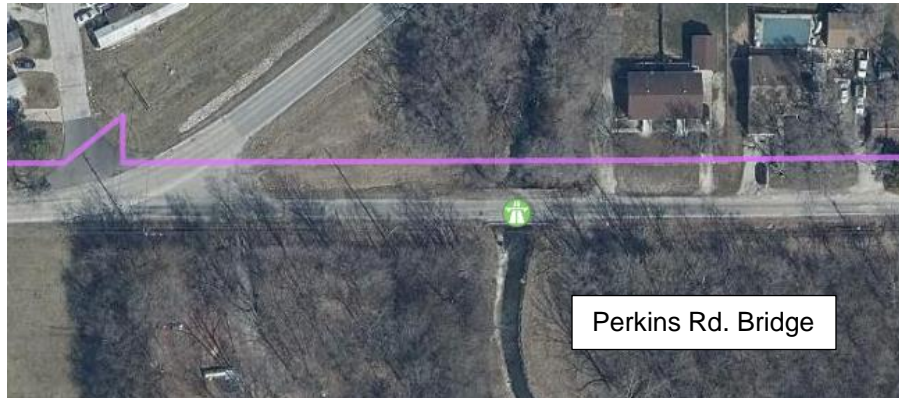
**Changes from Previous CIP**

Asset management plan initiated. Add CDBG and TIF funds.

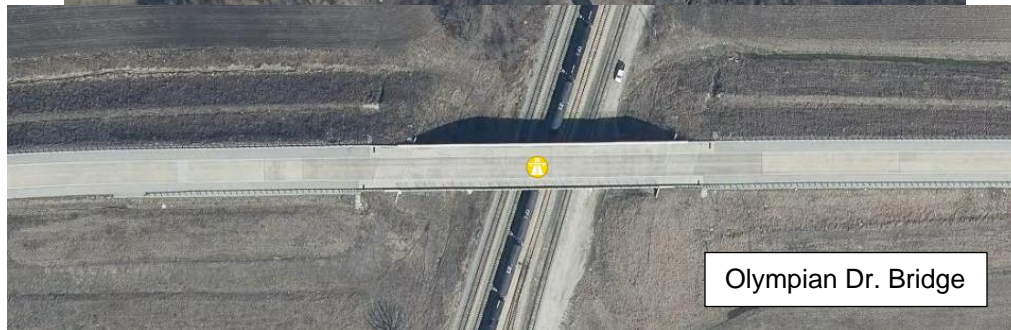


Bridges

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40401 - BRIDGE MAINTENANCE PROJECTS	CHAMP IGA	-	-	30,000	-	-	-
	200 CR&I	-	135,000	30,000	-	-	-
	201 SWUF	25,000	-	-	-	-	-
TOTAL		25,201	135,000	60,000	0	0	0



Perkins Rd. Bridge



Olympian Dr. Bridge

**Description**

Bank stabilization at Perkins Rd. bridge. Concrete deck sealing. Embankment settlement repairs at Olympian Dr. bridge.

**Location**

Perkins Rd. over Tributary to Saline Branch; Five (5) bridges with bare concrete decks (Lincoln Ave. over Saline Br. South, Lincoln Ave. over Saline Br. North, Olympian Dr., Race St. over Boneyard, and High Cross Rd. Ped. Bridge); and Olympian Dr. over Illinois Central Railroad.

**Purpose and Need**

West bank at Perkins Rd. bridge is significantly scoured and is threatening the bridge foundation. Seal bare concrete decks every five years as preventive maintenance. Apparent settlement of embankment at Olympian Dr. has caused joint failure at the ends of the bridge and subsequent erosion due to deck drainage. City of Champaign willing to participate in Olympian Dr. bridge repairs.

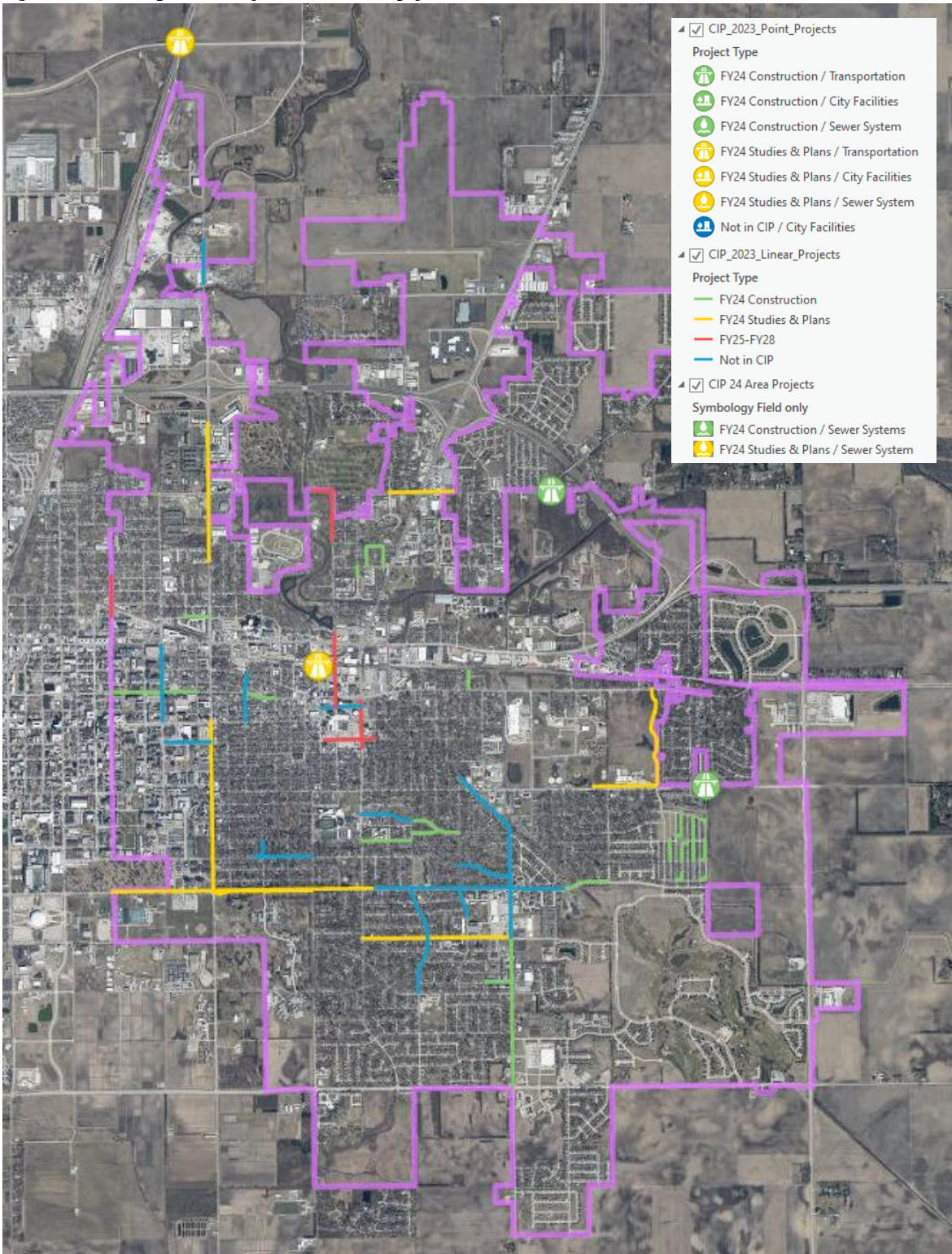
**Timeline**

Perkins Rd. Bridge FY24,  
Concrete Deck Sealing FY24,  
Olympian Dr. Bridge FY25.

**Changes from Previous CIP**

Moved from SWUF to CR&I fund. Added Olympian Dr. Bridge. Delayed Perkins Rd. Bridge and increased budget following design. Delayed bridge repairs for Broadway Ave. over Saline Branch.

## Capital Projects (Summary)



**Map of Transportation Capital Projects**

<https://urbana.ccgisc.org/portalurbana/apps/webappviewer/index.html?id=b4b48ecfae094b62b439911db8efda43>



**Transportation Capital Projects, sorted by Priority Score**

	Max. Score:	25.2	22.4	17.0	12.9	11.6	8.2	2.7	100.0	
<b>Capital Projects</b>	<b>Safety Score</b>	<b>Class Score</b>	<b>Condition Score</b>	<b>Funding Score</b>	<b>Linking Score</b>	<b>Bus Score</b>	<b>CDTA Score</b>	<b>Total Score</b>	<b>Project Cost Estimate</b>	
<b>CIP FY24-FY28</b>										
Lincoln Ave. (Wascher to Killarney)	25.2	22.4	13.1	12.9	5.8	8.2	1.4	88.9	\$	10,775,000
Florida Ave. (Wright to Hillcrest)	25.2	20.2	11.7	12.9	7.0	8.2	0.0	85.2	\$	12,035,000
Country Club Rd. and Perkins Rd.	25.2	17.9	8.7	6.5	9.3	8.2	1.4	77.1	\$	1,000,000
Lincoln Ave. (Florida to Green)	25.2	20.2	12.9	3.2	7.0	8.2	0.0	76.7	\$	8,900,000
Broadway Ave. (Elm to Park)	18.9	15.7	12.8	8.1	5.8	8.2	1.4	70.8	\$	1,600,000
Vine St. and Illinois St.	12.6	20.2	13.1	6.5	4.6	8.2	1.4	66.5	\$	2,100,000
Springfield Ave. (Wright to McCullough)	15.8	20.2	11.7	3.2	7.0	0.0	0.0	57.8	\$	1,460,000
Philo Rd. and Colorado Ave.	9.5	20.2	11.1	3.2	3.5	8.2	0.0	55.6	\$	3,600,000
Florida Ave. (James Cherry to Curtiss)	4.2	20.2	14.5	4.9	1.2	8.2	1.4	54.4	\$	700,000
Broadway Ave. and Country Club Rd.	0.0	15.7	14.3	6.5	7.0	8.2	1.4	52.9	\$	900,000
Wright St. (Church to Columbia)	0.0	17.9	13.8	4.9	4.6	8.2	1.4	50.8	\$	600,000
Washington St. Bridge Replacement	8.4	17.9	6.1	3.2	3.5	8.2	1.4	48.7	\$	712,000
Race St. Bridge Repairs	18.9	17.9	2.6	6.5	1.2	0.0	0.0	47.0	\$	360,000
Savannah Green Alleys	0.0	9.0	11.9	3.2	2.3	0.0	0.0	26.4	\$	550,000
EQL Projects										\$ 3,000,000
Bakers Lane Shared-Use Path										\$ 1,466,040
								<b>Total</b>	<b>\$</b>	<b>49,758,040</b>
<b>Backlog, Not in CIP</b>										
Lincoln Ave. (Saline Branch to Somer)	25.2	22.4	12.4	0.0	2.3	0.0	0.0	62.3	\$	600,000
Goodwin Ave. (Green to University)	15.8	17.9	10.4	3.2	3.5	8.2	0.0	58.9	\$	1,500,000
Florida Ave. and Cottage Grove Ave.	6.3	20.2	8.5	4.9	3.5	8.2	1.4	52.9	\$	3,000,000
Elm St. (Race to Vine)	6.3	13.4	11.7	6.5	3.5	8.2	0.0	49.6	\$	600,000
Philo Rd. and Pennsylvania Ave.	0.0	20.2	10.0	4.9	3.5	8.2	1.4	48.1	\$	3,200,000
Illinois St. (Goodwin to Lincoln)	4.2	13.4	14.3	3.2	2.3	8.2	0.0	45.7	\$	1,300,000
Fairlawn Ave. (Vine to Anderson)	0.0	13.4	13.1	6.5	0.0	8.2	2.7	43.9	\$	1,000,000
Pennsylvania Ave. and Orchard St.	0.0	13.4	14.3	3.2	2.3	8.2	0.0	41.5	\$	1,500,000
Anderson St. (Mumford to Florida)	0.0	13.4	14.5	4.9	0.0	8.2	0.0	41.0	\$	2,500,000
Coler Ave. (Green to Main)	8.4	13.4	11.7	3.2	3.5	0.0	0.0	40.3	\$	1,100,000
								<b>Total</b>	<b>\$</b>	<b>16,300,000</b>

“CDTA” refers to Community Development Target Areas.

The Equity and Quality of Life (EQL) Projects and the Bakers Lane Shared-Use Path were prioritized with different scoring systems.

Some of the projects included in the Capital Improvement Plan have lower priority scores than other projects not included and which are listed in the City’s backlog. Generally speaking, the priority scoring system is a simple guide for project selection, but it does not account for all factors which influence the importance or urgency of a project. Some projects are included because they were already in progress before the scoring system was developed – Savannah Green Alleys, for example. Some projects are included because they are led by another agency – Broadway Ave. and Country Club Rd. with Champaign County and Wright St. (Church to Columbia) with Champaign, for example. Some projects are included because there is a defined need that is not captured by the scoring system, such as bridge improvements – Race St. Bridge Repairs and Washington St. Bridge Replacement, for example.

## Priority Scoring System

The City of Urbana uses a scoring system to guide prioritization of transportation capital projects. In this system, a total priority score is calculated for each street segment as the sum of seven category scores: Safety Record, Functional Classification of the Street, Pavement Condition, Funding Assistance, Project Linking, Bus Route, and Community Development Target Area (CDTA). The total score ranges from 0 to 100, with 100 representing the highest priority project. Each category has a maximum score according to the relative importance assigned to it. The relative importance of each category was determined by a committee of staff in the Public Works Department. A transportation project consists of one or more street segments, and each project is assigned the highest total score from one of its street segments.

$$\text{Total Priority Score} = \text{Safety} + \text{Class} + \text{Condition} + \text{Funding} + \text{Linking} + \text{Bus} + \text{CDTA}$$

$$\text{Max. Score} = 100.0 = 25.2 + 22.4 + 17.0 + 12.9 + 11.6 + 8.2 + 2.7$$

In response to Mayor and Council goals, the CDTA category was introduced to replace the category for age of pavement. The CDTA category is intended to introduce an “equity lens” into the scoring system by providing additional points to low-to-moderate income areas of the City. There is a discussion about the CDTA metric and others that were considered in the next section, “Evaluation of Equity Metrics”. The age of pavement category was considered unnecessary since pavement condition data is available and current.

Also, the scoring system was updated this year to normalize the total score range from 0 to 100. Previously, there was no defined maximum total score. With a range from 0 to 100, the total score is made more intuitively meaningful.

The following discussion explains each category in more detail, lists what criteria are used to assign a score to each street segment, and cites data sources, as appropriate.

### Safety Record

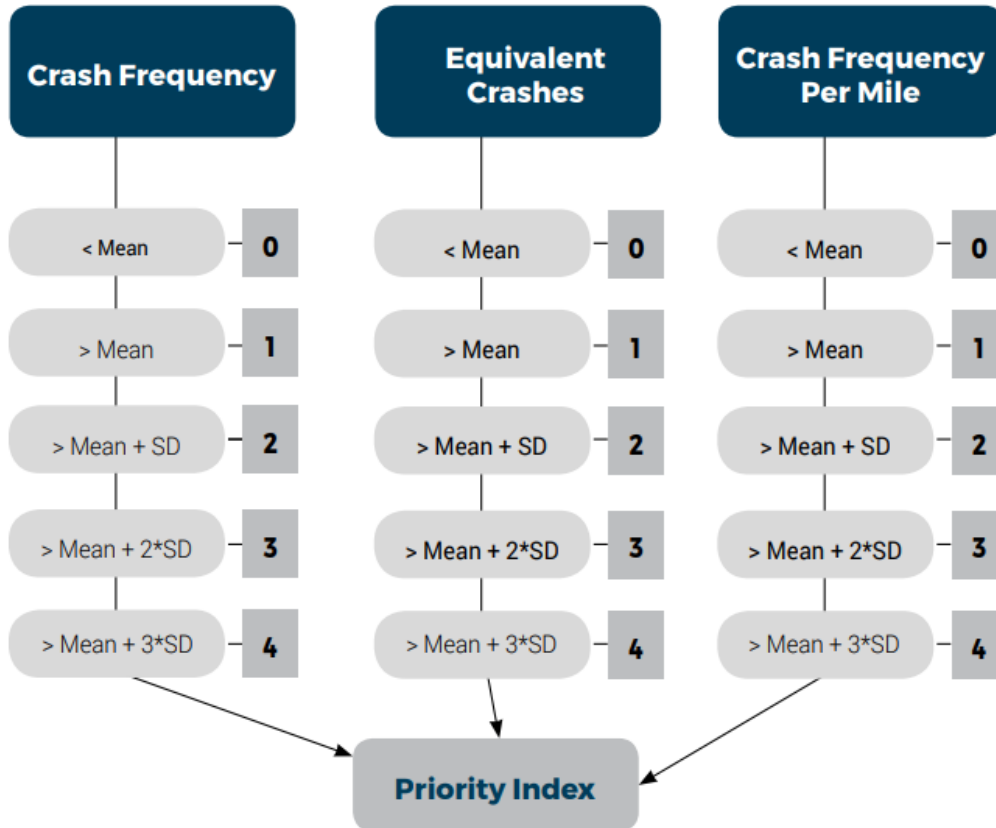
Max. Score = 25.2

Score	Criteria
25.2	Segment or intersection in Regional Safety Plan
0 - 25.2	Max. of Segment or intersection safety record score

Safety is the most important category in the scoring system, and staff looks to crash records to identify safety problems. The Champaign County Regional Planning Commission (RPC) provided the City of Urbana with a way to systematically quantify safety priority locations with a Priority Index. RPC determined a Priority Index for each street segment and intersection in the City of Urbana through a statistical analysis of the most recent five years of available crash records (2017 through 2021).

The Priority Index is the sum of three metrics: Crash Frequency (up to 4 points), Equivalent Crashes (up to 4 points), and Crash Frequency per Mile (up to 4 points). Each metric is assigned points based on how much the street segment’s crash statistics exceed the average (mean) value, in terms of standard deviations (SD) from the mean. The metric for Equivalent

Crashes gives more weight to crashes with a fatality (25 times) or an incapacitating injury (10 times) compared with other types of crashes with injuries. Crash Frequency per Mile only counts for street segments. Therefore, the maximum Priority Index for segments is 12 (4+4+4), whereas the maximum Priority Index for intersections is 8 (4+4+0).



**Flow Chart of Crash Statistics and Priority Index**

$$\text{Crash Frequency (no. per year)} = \frac{K + A + B + C}{\text{Study Period (yrs)}}$$

$$\text{Equivalent Crashes (no. per year)} = \frac{25K + 10A + B + C}{\text{Study Period (yrs)}}$$

$$\text{Crash Frequency per Mile (no. per year, per mile)} = \frac{\text{Crash Frequency (no. per year)}}{\text{Segment Length (miles)}}$$

**Table of Standard Crash Injury Codes**

Injury Code	Description
K	Fatal
A	Incapacitating Injury
B	Non-incapacitating Injury
C	Reported Injury / Not Evident
O	No Indication of Injury

The Priority Indices for each street segment and intersection are then converted to a score for our priority scoring system using the following formulas. Each street segment in the City is then assigned the maximum of its Segment Score or Intersection Score, if the segment is part of an intersection.

$$\text{Segment Safety Record Score} = \frac{\text{Segment Priority Index} \times 25.2}{12}$$

$$\text{Intersection Safety Record Score} = \frac{\text{Intersection Priority Index} \times 25.2}{8}$$

Sources:

- Champaign-Urbana Urban Area Safety Plan: <https://ccrpc.org/documents/champaign-urbana-safety-plan/>
- Champaign County Traffic Crash Dashboard: <https://crashdashboard.ccrpc.org/>

**Functional Classification of Streets**

Max. Score = 22.4

Score	Criteria
22.4	Other Principal Arterial
20.2	Minor Arterial
17.9	Major Collector
15.7	Minor Collector
13.4	Local Street
9.0	Alley
4.5	Parking Lot

Functional classification is based on the importance of a route to the transportation network, and each street is assigned a functional classification through a process that involves the Champaign-Urbana Urbanized Area Transportation Study (CUUATS) and the Illinois Department of Transportation (IDOT).

Source:

- Illinois Roadway Analysis Database System (IROADS): <https://webapps.dot.illinois.gov/IROADS/>

**Pavement Condition**

Max. Score = 17.0

The pavement condition is measured by the Pavement Condition Index (PCI) for all pavement surfaces except for brick streets. All streets in the City of Urbana were scanned by vehicle-mounted sensors in 2019 and assigned a PCI. The PCI for each street segment is converted to a condition score for our priority system using the following equation. A high PCI indicates good condition, whereas a high pavement condition score indicates poor condition.

$$\text{Pavement Condition Score} = (100 - \text{Pavement Condition Index (PCI)}) \times 0.170$$

PCI Condition Ranges			
Excellent		100-86	100 – 65: Feasible for pavement preservation
Very Good		85-71	
Good		70-56	
Fair		55-41	64 - 0: Not feasible for pavement preservation
Poor		40-26	
Very Poor		25-11	
Failed		10-0	

**PCI Ranges and Descriptive Condition**  
(IDOT Bureau of Local Roads and Streets Manual)

Source:

- Urbana Roadway Pavement Management Summary:  
[https://apps.appliedpavement.com/hosting/urbana\\_2022/](https://apps.appliedpavement.com/hosting/urbana_2022/)

**Funding Assistance**

Max. Score = 12.9

Score	Criteria
12.9	Eligible for 80-100% assistance
9.7	Eligible for 50-79% assistance
6.5	Eligible for 20-49% assistance
3.2	Eligible for less than 20% assistance
0.0	Not eligible for assistance
3.2	Eligible for CDBG assistance (additive score)
3.2	Eligible for TIF assistance (additive score)
3.2	Eligible for DCEO assistance (additive score)

“Funding assistance” is considered any funding that is outside the typical funds available for transportation projects, such as CR&I, State MFT, or Local MFT. Federal funds available through CUUATS (STBG/STPU) are periodically available to Urbana, so it is not considered outside funding for the purpose of the scoring system.

The additive scores for CDBG, TIF, or DCEO eligibility will be calculated as a fraction of 3.2 if a road segment is partially within or on the border of an eligible area.

Sources:

- CDTA map for Community Development Block Grant (CDBG) funding eligibility:  
<https://maps.ccgisc.org/public/Disclaimer.aspx>
- Tax Increment Financing (TIF) map for TIF funding eligibility:  
<https://maps.ccgisc.org/public/Disclaimer.aspx>

- Illinois Department of Commerce and Economic Opportunity (DCEO) underserved areas map for DCEO funding eligibility:  
<https://dceo.illinois.gov/expandrelocate/incentives/underservedareas.html>

**Project Linking**

Max. Score = 11.6

Score	Criteria (each is additive)
2.3	Multiple contiguous pavement sections with similar pavement condition
2.3	Partnership with other agency
2.3	Sewer or utility reconstruction within pavement is warranted
1.2	Drainage problems related to street surface
1.2	Traffic signal improvements are warranted (a top 20 intersection in traffic signal asset management plan)
1.2	Bridge improvements are warranted
1.2	Pedestrian or bicycle improvements are warranted (bicycle or pedestrian master plan recommendation)

Sources:

- Urbana Bicycle Master Plan 2016: <https://www.urbanaininois.us/bicycle-master-plan>
- Urbana Pedestrian Master Plan 2020: <https://ccrpc.org/documents/2020-urbana-pedestrian-master-plan-final-report/>

**MTD Bus Route**

Max. Score = 8.2

Score	Criteria
8.2	Street is on an MTD bus route
0.0	Street is not on an MTD bus route

Source:

- Champaign-Urbana Mass Transit District (MTD) Route Maps: <https://mtd.org/maps-and-schedules/maps/>

**Community Development Target Area**

Max. Score = 2.7

Score	Criteria
2.7	Street within a CDTA
1.4	Street partially within a CDTA
0.0	Street not within any CDTA

A Community Development Target Area (CDTA) is a block group within a census tract that meets certain low-to-moderate income thresholds set by the City of Urbana.



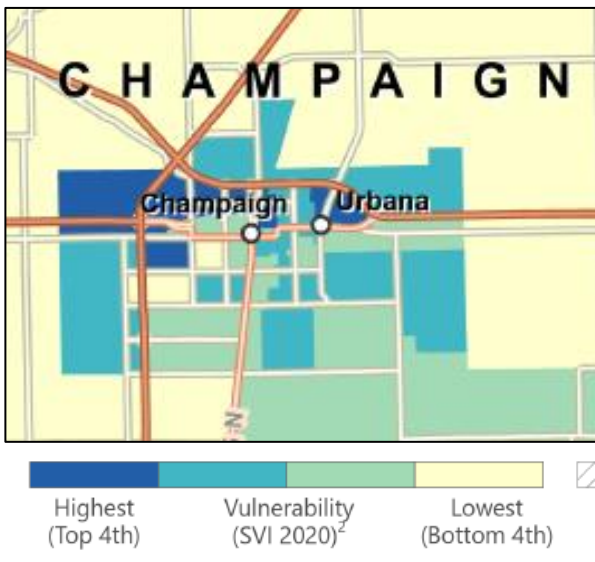
Source:

- Community Development Target Areas (CDTA) map:  
<https://maps.ccgisc.org/public/Disclaimer.aspx>

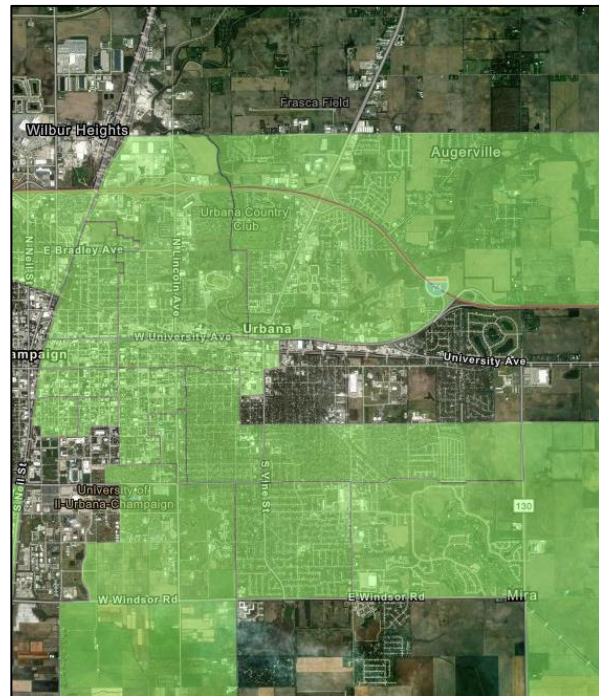
## Evaluation of Equity Metrics

In the City of Urbana, a current goal of the Mayor and City Council is to increase investment in infrastructure equity. An action step for this goal is to incorporate an “equity lens” into priorities evaluation. Staff evaluated different metrics that represent equity considerations and have already been mapped, making them readily applicable to street segments or other project areas. The metrics considered were the Social Vulnerability Index from the Center for Disease Control (CDC), Underserved Areas from the Illinois Department of Commerce and Economic Opportunity (DCEO), Environmental Justice Demographic Indices from the Environmental Protection Agency (EPA), Community Development Target Areas (CDTA) from the City of Urbana, and Equitable Transportation Community metrics from the US DOT.

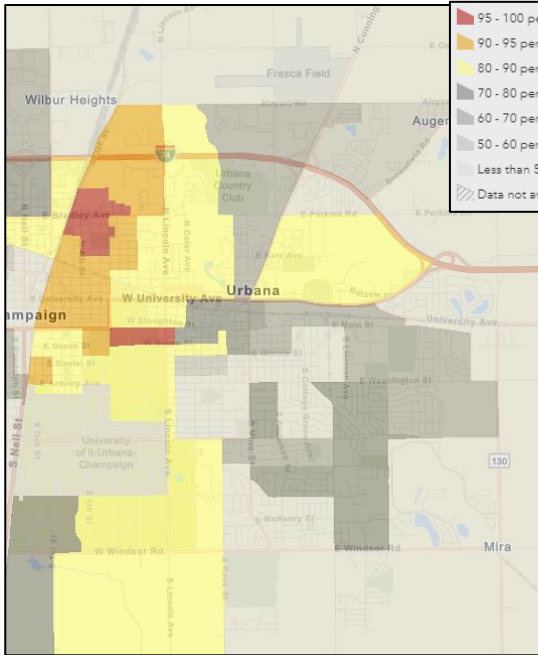
Below are map images for the different equity metrics considered, along with web links to data sources.



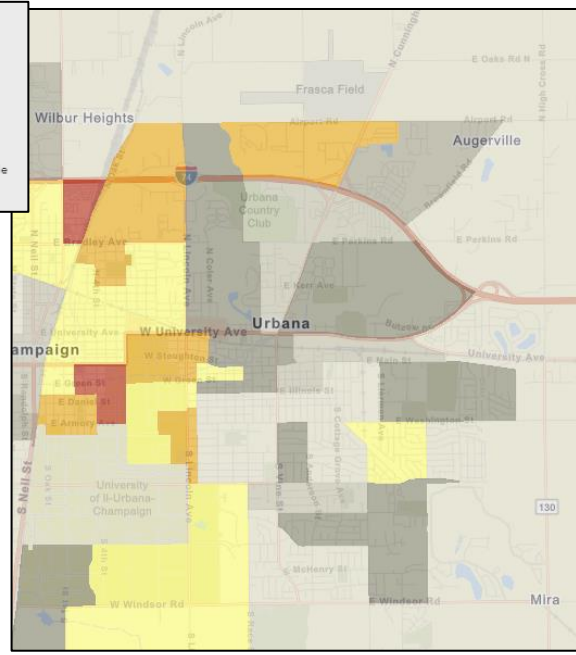
CDC/ATSDR Social Vulnerability Index  
[https://www.atsdr.cdc.gov/placeandhealth/svi/interactive\\_map.html](https://www.atsdr.cdc.gov/placeandhealth/svi/interactive_map.html)



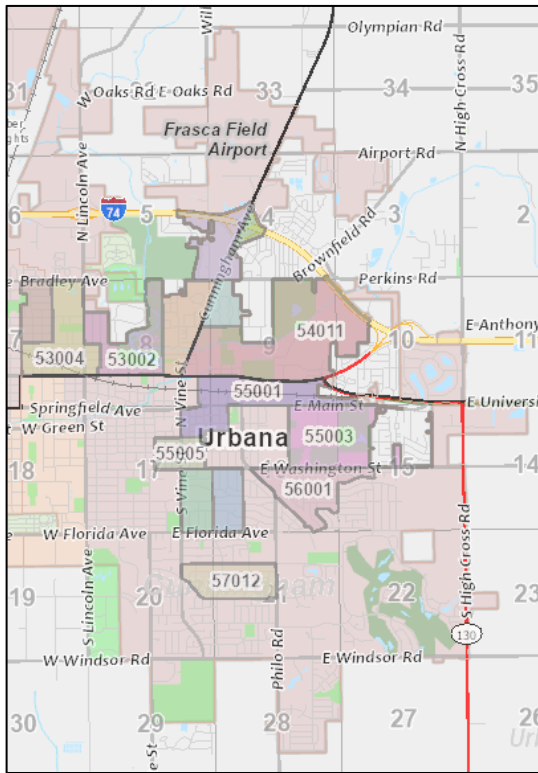
DCEO Underserved Areas  
<https://dceo.illinois.gov/expandrelocate/incentives/underservedareas.html>



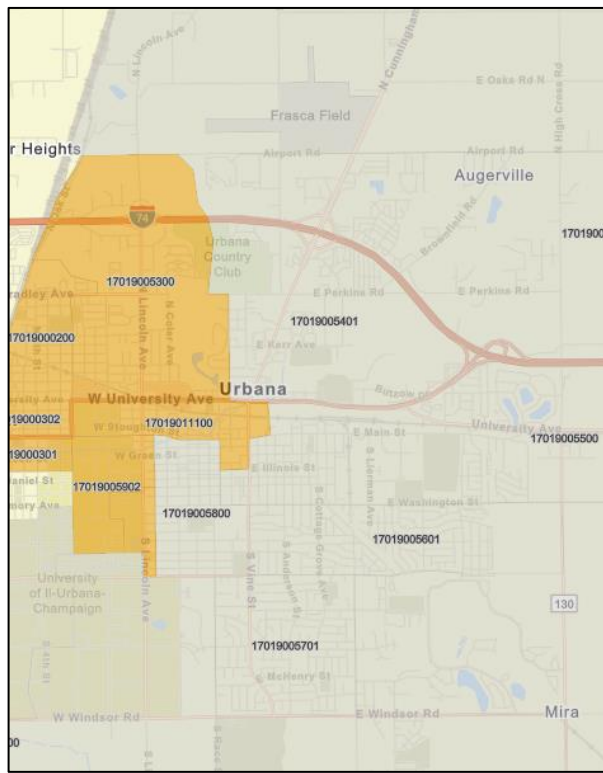
EPA Environmental Justice  
Demographic Index  
<https://ejscreen.epa.gov/mapper/>



EPA Environmental Justice  
Supplemental Demographic Index  
<https://ejscreen.epa.gov/mapper/>



Comm. Develop. Target Areas (CDTA)  
<https://maps.ccgisc.org/public/Disclaimer.aspx>



US DOT Equitable Transportation Community  
<https://www.transportation.gov/priorities/equity/justice40/etc-explorer>

Staff selected CDTA as the most effective equity metric because it identifies areas of the City with low-to-moderate income populations, the data is mapped by the Champaign County Geographical Information System (GIS) Consortium (making it readily available and easy to use), and CDTA is determined at the block group level, which is a subset of census tracts, allowing for an analysis of census data in smaller population groups. By comparison, the CDC Social Vulnerability Index, the DCEO Underserved Area, and the US DOT Equitable Transportation Community are metrics determined at the census tract level, leading to conclusions that are less meaningful for a community the size of Urbana's. The US Census Bureau defines block groups as containing between 600 and 3,000 people, whereas census tracts contain between 1,200 and 8,000 people.

By choosing CDTA as the equity metric, the focus is on income disparity across the City. The underlying assumption is that the concentration of low-to-moderate income households in certain areas of the City may have resulted, in part, from historic discriminatory practices and disinvestment in underserved communities. Staff considered this approach to be the most straight-forward and objective proxy for historical inequity. Staff did not attempt to account for other demographic data commonly associated with historical inequity, including but not limited to race, disability, age, gender, sexual orientation, language, religion, and criminal history.

The EPA Environmental Justice socioeconomic indicators attempt to account for populations such as low-income, people of color, unemployment, less than high school education, limited English speaking, and low life expectancy. However, when the EPA Environmental Justice metrics are applied in Urbana, they appear to favor college student populations over other low-income populations in the City.

By providing additional priority points to capital projects in CDTA, the intention is to begin to shift infrastructure investment to historically underserved areas of the City and thereby improve quality of life and property values in those areas.

Considering the eligibility of a capital project for Community Development Block Grant (CDBG) funding is another way that equity is incorporated into the scoring system. Because there is a direct relationship between CDTA and CDBG eligibility, any project within a CDTA gets points for both the CDTA category and for the funding assistance category.

### Project Cost Estimates

When a transportation capital project is initially conceived, the most direct way to estimate project cost is to apply a unit price per area of pavement, based on the anticipated scope of work. The initial concept for scope of work is typically informed by the purpose and need for the project, such as pavement condition, safety record, or other considerations. The project unit price includes construction costs, preliminary engineering (also referred to as “studies and plans”, typically estimated as 10% of the cost of construction), and construction engineering (typically estimated as 10% of the cost of construction). The unit prices summarized below were used for the project cost estimates, unless a more detailed estimate already existed. Project cost estimates are approximate and subject to refinement with development of studies and plans, and as prices for labor and materials change over time.

<b>Scope of Project</b>	<b>Project Unit Price (per SY pavement)</b>		
Corridor Reconstruction	\$325	to	\$350
Pavement Reconstruction	\$200	to	\$250
Pavement Rehabilitation	\$100	to	\$200

## Capital Projects (FY24 Construction)

### Savannah Green Alleys

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40148 - SAVANNAH GREEN ALLEYS	202 LMFT	1,803	-	-	-	-	-
	203 SMFT	201,000	300,000	-	-	-	-
TOTAL		202,803	300,000	0	0	0	0



**Description**

Pavement patching for select alley segments, with joint and crack sealing for all alleys.

**Location**

The Savannah Green Subdivision, generally bounded by Florida Ave. to the south, Smith Rd. to the west, Rainbow View to the north, and Abercorn St. to the east.

**Purpose and Need**

Very poor pavement condition due to weak subgrade. Pavement patching and preservative maintenance is a compromised approach since this project has a low priority score.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	9.0	11.9	3.2	2.3	0.0	0.0	26.4

**Timeline**

Plans FY23, Construction FY24.

**Changes from Previous CIP**

Reduced scope of work to align with low priority score.



### Washington St. Bridge Replacement

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40109 - WASHINGTON ST BRIDGE RECONSTRUCTION	200 CR&I	-	492,000	-	-	-	-
	202 LMFT	206,880	-	-	-	-	-
TOTAL		206,880	492,000	0	0	0	0



**Description**

Replacement of existing single span bridge with a double-barrel concrete box culvert. Minimal road work.

**Location**

Bridge carrying Washington St. over Sunny Estates Ditch, located 0.5 mile west of High Cross Road (IL 130).

**Purpose and Need**

Very poor condition of existing bridge resulted in a weight restriction of 12 tons. This caused MTD to reroute its Green and Gray routes through Scottswood Subdivision.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
8.4	17.9	6.1	3.2	3.5	8.2	1.4	48.7

**Timeline**

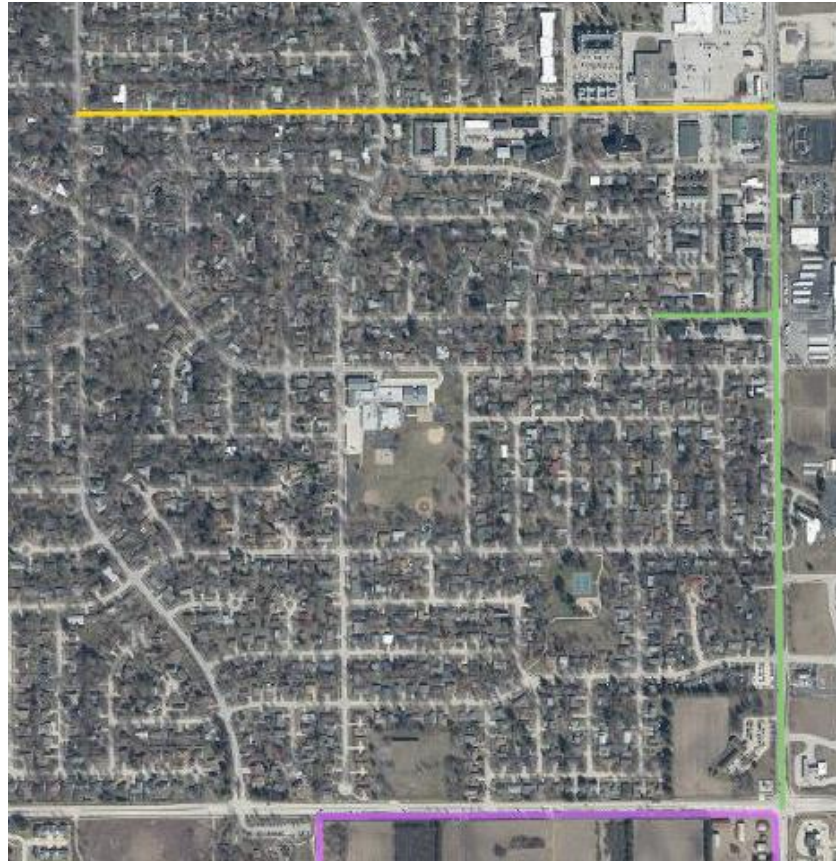
Plans FY23, Construction FY24.

**Changes from Previous CIP**

None.

Philo Rd. and Colorado Ave.

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40133 - PHILO & COLORADO	203 SMFT	131,689	1,760,000	1,540,000	-	-	-



**Description**

Asphalt resurfacing for Philo Rd. and rubblization with asphalt surface for Colorado Ave.

**Location**

Philo Rd. from Windsor to Colorado, and Colorado Ave. from Vine to Philo.

**Purpose and Need**

Philo Rd. is a minor arterial with poor pavement with a moderate safety score, and on a bus route.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
9.5	20.2	11.1	3.2	3.5	8.2	0.0	55.6

**Timeline**

Studies & Plans FY23-FY24, Philo Rd.  
Construction FY24-FY25, and Colorado Ave.  
Construction FY25-FY26.

**Changes from Previous CIP**

Pavement cores revealed that resurfacing is only recommended for Philo Rd., instead of all road segments. Removed segment of Anderson St. north of Colorado from project due to budget constraints and as it was a lower priority segment. Construction timeline delayed due to change in scope. Separate construction years due to budget increase.

Springfield Ave. (Wright to McCullough)

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40134 - SPRINGFIELD: WRIGHT TO MCCULL	203 SMFT	70,000	1,390,000	-	-	-	-



**Description**

Pavement rehabilitation and bridge repairs.

**Location**

Springfield Ave. from Wright to McCullough, excluding Gregory to Coler.

**Purpose and Need**

Springfield Ave. is a minor arterial with poor pavement and a moderate safety score.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
15.8	20.2	11.7	3.2	7.0	0.0	0.0	57.8

**Timeline**

Studies FY23, Plans FY24, Construction FY24-FY25.

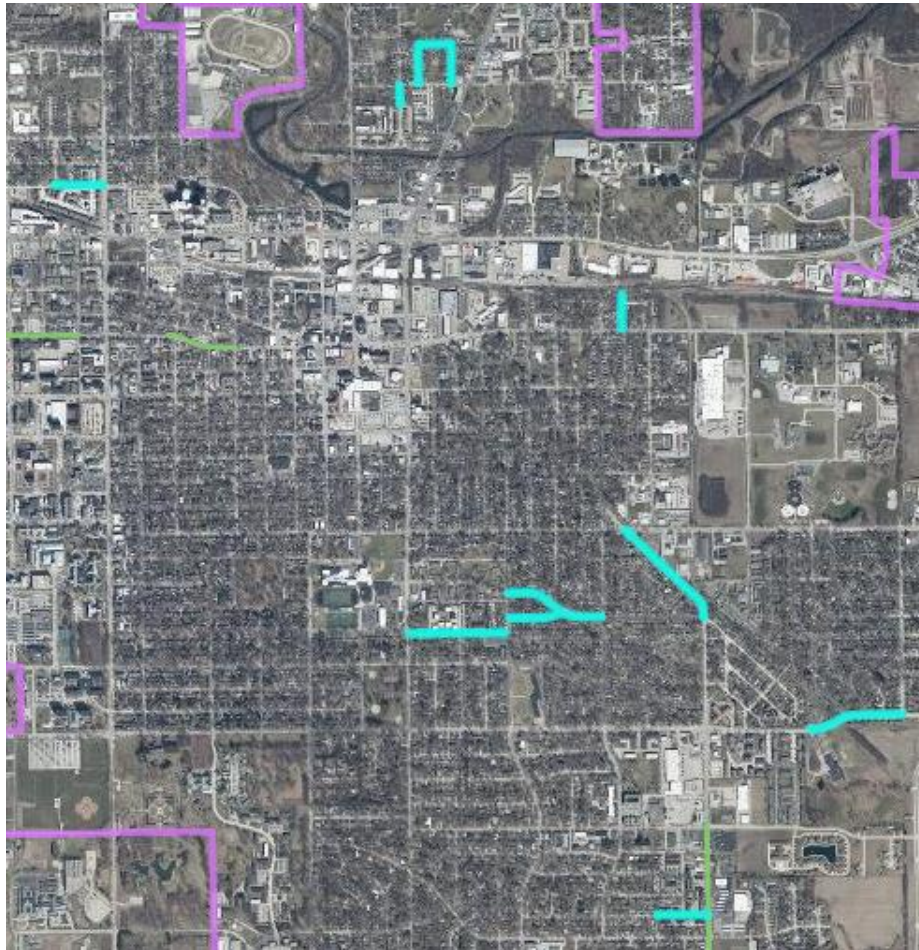
**Changes from Previous CIP**

Budget increased based on recent asphalt bid prices, and addition of bridge repairs.



Equity and Quality of Life (EQL) Projects

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40162 - EQUITY AND QUALITY OF LIFE PROJECTS	200 CR&I	150,997	1,849,003	200,000	800,000	-	-



**Description**

Construction of new sidewalks, paths, and street lights. Traffic engineering studies for safety concerns.

**Location**

Ten (10) implementation project locations, and five (5) planning project locations.

[Equity and Quality of Life FY23 - Google My Maps](https://www.google.com/maps/@38.1483333,-89.5311111,15z)

**Purpose and Need**

The EQL Projects address small-scale infrastructure needs, with an emphasis on underserved neighborhoods. The goal is to improve safety and health in tangible ways (<https://urbanaillinois.us/eql>).

**Timeline**

Studies & Plans FY23-FY24, Construction FY24-FY25. Second phase of EQL projects FY25-FY26.

**Changes from Previous CIP**

New projects.

Florida Ave. (James Cherry to Curtiss)

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40164 - FLORIDA AT JAMES CHERRY	200 CR&I	-	600,000	-	-	-	-
	202 LMFT	100,000	-	-	-	-	-
TOTAL		100,000	600,000	0	0	0	0



**Description**

Pavement reconstruction and new street lights.

**Location**

Florida Ave. from James Cherry to Curtiss (pavement reconstruction) and from James Cherry to Kinch (street lights).

**Purpose and Need**

Florida Ave. is a minor arterial with pavement in very poor condition with a bus route. Street lights included as part of an EQL project.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
4.2	20.2	14.5	4.9	1.2	8.2	1.4	54.4

**Timeline**

Studies & Plans FY23-FY24, Construction FY24-FY25.

**Changes from Previous CIP**

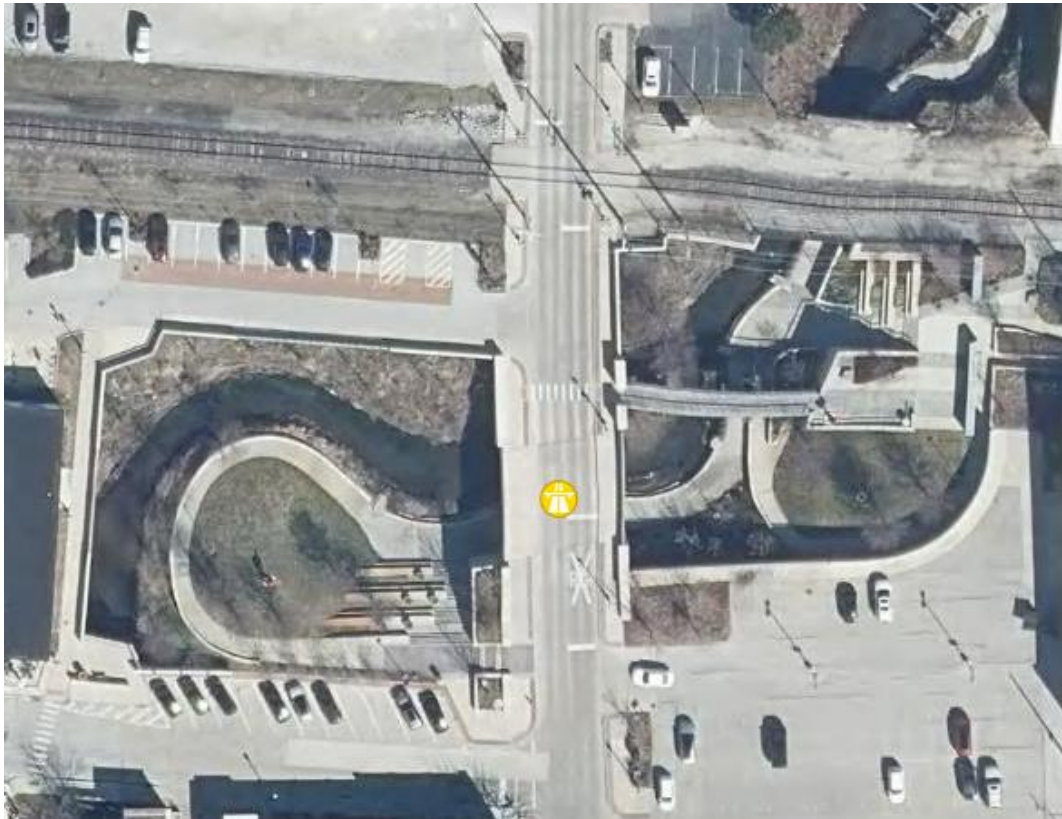
Delayed construction by one year, and increased budget.



## Capital Projects (FY24 Studies and Plans)

### Race St. Bridge Repairs

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40167 - BONEYARD CREEK BRIDGE REPAIR	203 SMFT	75,000	5,000	280,000	-	-	



**Description**

Bridge repairs, including stone masonry façade repairs on the substructure, sidewalk repairs on the superstructure, and wall modifications for improved sight distance.

**Location**

Bridge carrying Race St. over Boneyard Creek, located at the Boneyard Creek Crossing.

**Purpose and Need**

Correction of deficient details before advanced deterioration or safety problems occur.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
18.9	17.9	2.6	6.5	1.2	0.0	0.0	47.0

**Timeline**

Studies & Plans FY23-FY24, Construction FY25.

**Changes from Previous CIP**

Delayed construction by one year due to budget constraints.

Country Club Rd. and Perkins Rd.

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40172 - COUNTRY CLUB & PERKINS	200 CR&I	-	28,333	305,000	-	-	-
	343 TIF 4	-	56,667	610,000	-	-	-
TOTAL		0	85,000	915,000	0	0	0



**Description**

Pavement rehabilitation and drainage improvements.

**Location**

Country Club Rd. from Golfview Dr. to Cunningham Ave. (US 45) and Perkins Rd. from Cunningham Ave. (US 45) to City Boundary.

**Purpose and Need**

This route is a collector with poor pavement, a high safety score, known drainage problems, with a bus route, and part of this project is in the TIF 4 area.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
25.2	17.9	8.7	6.5	9.3	8.2	1.4	77.1

**Timeline**

Studies & Plans FY24, Construction FY25.

**Changes from Previous CIP**

New project.

Florida Ave. (Wright to Hillcrest)

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40135 - FLORIDA: WRIGHT - HILLCREST	COVID RELIEF	-	238,013	-	-	-	-
	STBG / STPU	-	497,030	-	-	-	-
	RAISE GRANT	-	-	-	10,077,630	-	-
	203 SMFT	-	124,257	-	-	-	-
40137 - FLORIDA MULTI-USE PATH	ITEP	-	101,360	729,050	-	-	-
	REBUILD	-	25,340	242,320	-	-	-
TOTAL		0	986,000	971,370	10,077,630	0	0



**Description**

Pavement reconstruction, new and replacement traffic signals, improved bus stops, and a new shared use path.

**Location**

Florida Ave. from Wright to Hillcrest, with a shared use path on south side from Lincoln to Race.

**Purpose and Need**

Florida Ave. is a minor arterial with very poor to fair pavement, a high safety score, and a bus route. ITEP funding was secured for the shared use path, and a second application for a RAISE grant was submitted in FY23, in cooperation with MTD. Corridor study completed by Regional Planning Commission.

<https://ccrhc.gitlab.io/florida-ave/>

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
25.2	20.2	11.7	12.9	7.0	8.2	0.0	85.2

**Timeline**

Studies & Plans FY24-FY25, Construction FY25 (shared use path), Construction FY26-FY27 (other than shared use path). Construction (other than shared use path) is contingent on RAISE grant or other funding.

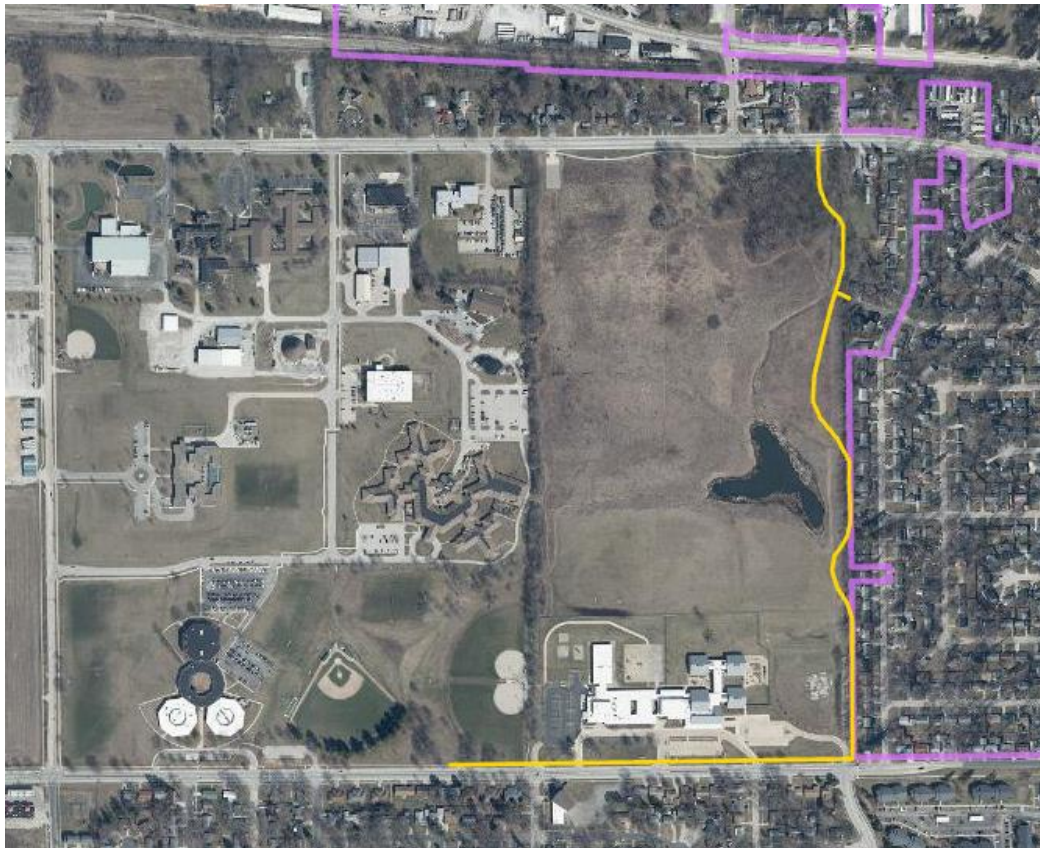
**Changes from Previous CIP**

Project delayed after first application for a RAISE grant was unsuccessful. Applied for and received an ITEP grant for shared use path.



**Bakers Lane Shared-Use Path**

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40129 - BAKERS LANE MULTI-USE PATH	ITEP	-	135,320	1,037,450	-	-	-
	REBUILD	-	33,840	259,430	-	-	-
TOTAL		0	169,160	1,296,880	0	0	0



**Description**

New shared use path with pedestrian lighting.

**Location**

North side of Washington St. from Kinch to Smith, and along Bakers Lane right-of-way, between Weaver Park and Scottswood Subdivision, from Washington to Main.

**Purpose and Need**

Path proposed in 2016 Bicycle Master Plan with 6-10 year timeline. In 2020 Pedestrian Master Plan, Washington St. segment identified as “highest priority” and Bakers Lane segment identified as “medium priority”. Connectivity with Park District Health & Wellness Center, School District Prairie Campus, Scottswood Subdivision, and future Kickapoo Rail Trail extension. ITEP funding was secured for the shared use path.

**Timeline**

Studies & Plans FY24, Construction FY25.

**Changes from Previous CIP**

New project.

Lincoln Ave. (Wascher to Killarney)

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40124 - LINCOLN: WASCHER - KILLARNEY	STBG / STPU	-	650,000	-	650,000	-	-
	SS4A GRANT	-	-	-	-	7,319,000	-
	202 LMFT	45,000	-	-	-	-	-
	203 SMFT	-	163,000	-	163,000	1,830,000	-
TOTAL		45,000	813,000	0	813,000	9,149,000	0



**Description**

Pavement reconstruction with road diet from 4 lanes to 3 lanes and addition of either on-street bike lanes or a shared use path. Improved traffic signals, street lights, and bus stops. New mid-block pedestrian cross walks.

**Location**

Lincoln Ave. from Wascher to Killarney

**Purpose and Need**

Lincoln Ave. is an other principal arterial with a high safety score, pavement in poor to very poor condition, and a bus route. Funding for this project is being pursued through a Safe Streets and Roads for All (SS4A) grant, in cooperation with CUUATS member agencies.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
25.2	22.4	13.1	12.9	5.8	8.2	1.4	88.9

**Timeline**

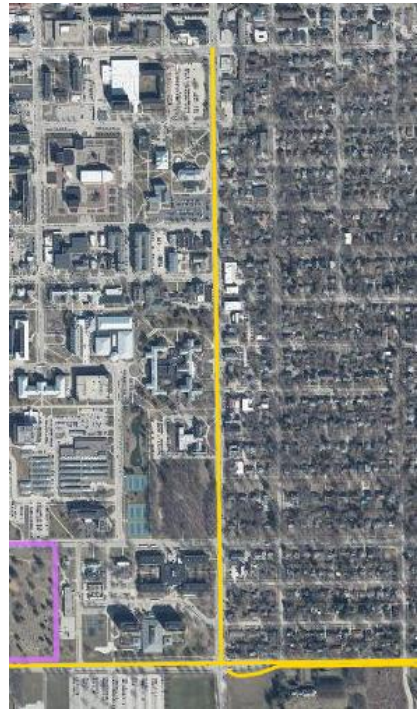
Studies FY24, Plans FY26, Construction FY27-FY28. Construction is contingent on SS4A grant or other funding.

**Changes from Previous CIP**

Increased scope from resurfacing to corridor reconstruction. Construction delayed after first application for SS4A grant was unsuccessful.

Lincoln Ave. (Florida to Green)

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40149 - LINCOLN: GREEN - FLORIDA	STBG / STPU	-	-	-	-	-	5,920,000
	203 SMFT	-	200,000	-	750,000	-	2,230,000
TOTAL		0	200,000	0	750,000	0	8,150,000



**Description**

Corridor reconstruction with safety improvements.

**Location**

Lincoln Avenue from Florida to Green.

**Purpose and Need**

Lincoln Ave. is a minor arterial with a high safety score, pavement in poor to very poor condition, and a bus route. Project eligible for CUUATS STBG/STPU funding.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
25.2	20.2	12.9	3.2	7.0	8.2	0.0	76.7

**Timeline**

Corridor Study FY24, Studies & Plans FY26-FY27, Construction FY28-FY29.

**Changes from Previous CIP**

Increased construction budget based on recent prices. Delayed plans and construction timeline due to budget constraints.



## Capital Projects (FY25 – FY28)

### Vine St. and Illinois St.

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40168 - VINE AND ILLINOIS	203 SMFT	-	-	210,000	1,890,000	-	-



#### Description

Pavement reconstruction with potential road diet and pedestrian improvements.

#### Location

Vine St. from California to Main, and Illinois St. from Race to Urbana.

#### Purpose and Need

Vine St. is a minor arterial with pavement in poor to very poor condition, a moderate safety score, a bus route, and this project is fully within the Central TIF area.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
12.6	20.2	13.1	6.5	4.6	8.2	1.4	66.5

#### Timeline

Studies & Plans FY25, Construction FY26-FY27

#### Changes from Previous CIP

Increased scope of work from resurfacing to reconstruction.

Wright St. (Church to Columbia)

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40132 - WRIGHT ST: CHURCH TO COLUMBIA	CHAMP IGA	-	-	25,000	275,000	-	-
	200 CR&I	-	-	25,000	275,000	-	-
TOTAL		0	0	50,000	550,000	0	0



**Description**

Pavement reconstruction.

**Location**

Wright St. from Church to Columbia.

**Purpose and Need**

Wright St. is a major collector with pavement in very poor to failed condition, and it is on a bus route. City of Champaign willing to partner on this project, where City Boundary is on centerline of street.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	17.9	13.8	4.9	4.6	8.2	1.4	50.8

**Timeline**

Studies & Plans FY25, Construction FY26.

**Changes from Previous CIP**

New project.

**Broadway Ave. (Elm to Park)**

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40182 - BROADWAY: ELM TO PARK	200 CR&I	-	-	-	-	160,000	1,440,000



**Description**  
Pavement rehabilitation.

**Location**  
Broadway Ave. from Elm to Park

**Purpose and Need**  
Broadway Ave. is a minor collector with a high safety score, fair to very poor pavement, and a bus route.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
18.9	15.7	12.8	8.1	5.8	8.2	1.4	70.8

**Timeline**  
Studies & Plans FY27, Construction FY28.

**Changes from Previous CIP**  
New project.



**Broadway Ave. and Country Club Rd.**

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40165 - BROADWAY & COUNTRY CLUB RD	203 SMFT	-	-	-	-	75,000	825,000



**Description**

Pavement reconstruction with potential pedestrian mid-block crossings.

**Location**

Broadway Ave. from Oakland to Country Club, and Country Club Rd. from bridge over Saline Branch to Broadway.

**Purpose and Need**

These streets are minor collectors with pavement in very poor condition and a bus route. Country Club Rd. improvements in coordination with replacement of the bridge over Saline Branch, which is owned by Urbana Township. Champaign County is pursuing Special Bridge Funding for the bridge replacement.

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	15.7	14.3	6.5	7.0	8.2	1.4	52.9

**Timeline**

Studies & Plans FY27, Construction FY28. Timeline is contingent on County funding the bridge replacement project.

**Changes from Previous CIP**

Added Broadway Ave. segment.

## Capital Projects Backlog (Not in CIP)

Lincoln Ave. (Saline Branch to Somer)



**Description**

Pavement rehabilitation.

**Location**

Lincoln Ave. from bridge over Saline Branch to Somer Dr.

**Purpose and Need**

Lincoln Ave. is an other principal arterial with a high safety score and poor pavement.

**Project Cost Estimate**

600,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
25.2	22.4	12.4	0.0	2.3	0.0	0.0	62.3

Goodwin Ave. (Green to University)



**Description**

Pavement rehabilitation with some reconstruction.

**Location**

Goodwin Ave. from Green to University (US 150)

**Purpose and Need**

Goodwin Ave. is a major collector with a moderate safety score, failed to poor pavement, and a bus route.

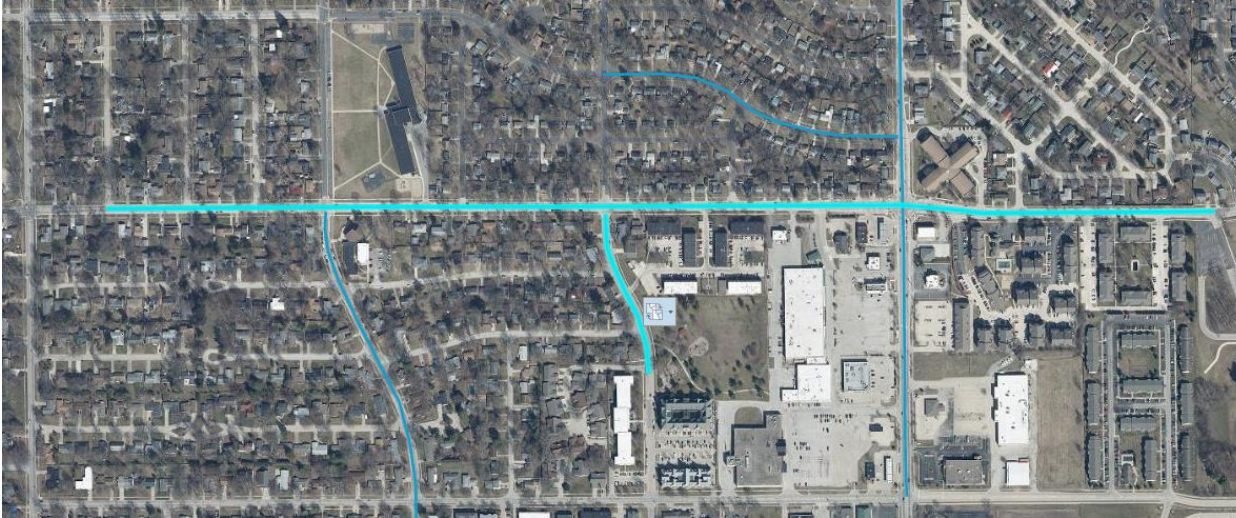
**Project Cost Estimate**

1,500,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
15.8	17.9	10.4	3.2	3.5	8.2	0.0	58.9



Florida Ave. and Cottage Grove Ave.



**Description**

Pavement rehabilitation.

**Location**

Florida Ave. from Hillcrest to James Cherry and Cottage Grove Ave. from Glenwood Oaks Ct. to Florida.

**Purpose and Need**

Florida Ave. is a minor arterial with pavement in good to fair condition and a bus route.

**Project Cost Estimate**

3,000,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
6.3	20.2	8.5	4.9	3.5	8.2	1.4	52.9



Elm St. (Race to Vine)



**Description**

Pavement rehabilitation.

**Location**

Elm St. from Race to Vine.

**Purpose and Need**

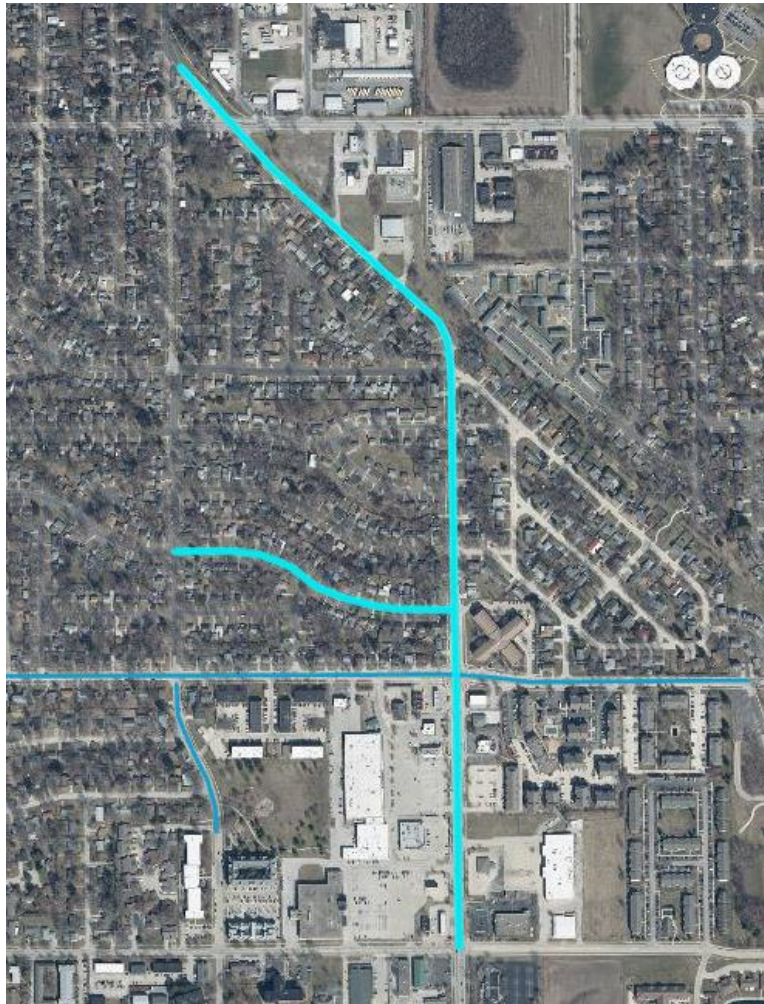
Elm St. is a local street with pavement in poor condition and a bus route.

**Project Cost Estimate**

600,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
6.3	13.4	11.7	6.5	3.5	8.2	0.0	49.6

Philo Rd. and Pennsylvania Ave.



**Description**

Pavement rehabilitation.

**Location**

Philo Rd. from Colorado to Cottage Grove, and Pennsylvania Ave. from Cottage Grove to Philo.

**Purpose and Need**

Philo Rd. is a minor arterial with fair pavement and a bus route.

**Project Cost Estimate**

3,200,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	20.2	10.0	4.9	3.5	8.2	1.4	48.1



Illinois St. (Goodwin to Lincoln)



**Description**

Pavement rehabilitation and reconstruction.

**Location**

Illinois St. from Goodwin to Lincoln

**Purpose and Need**

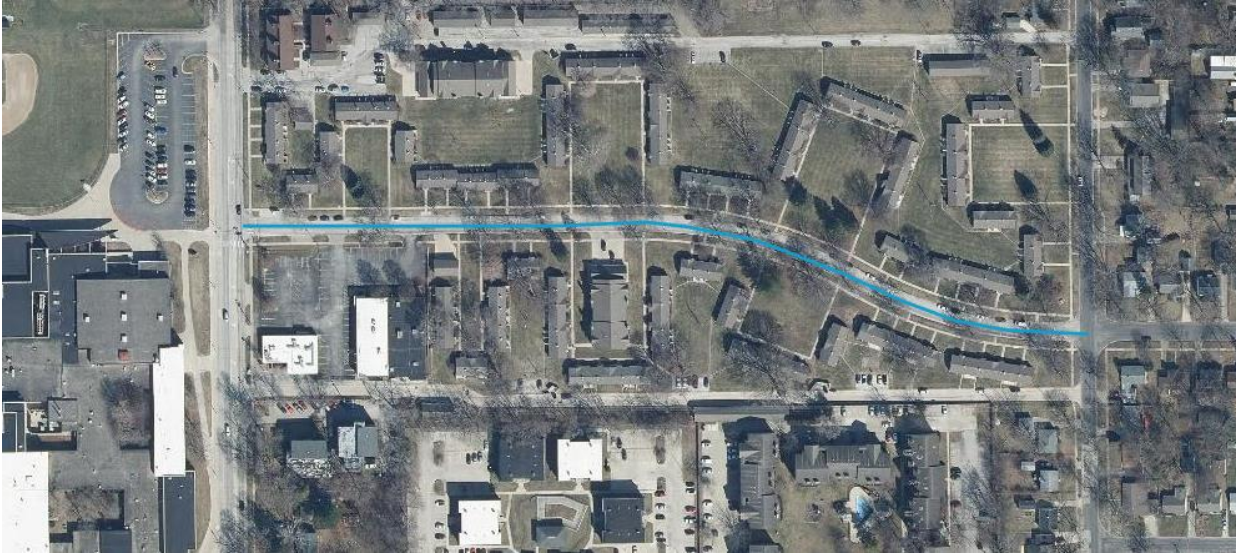
Illinois St. is a local street with pavement in fair to very poor condition and with a bus route.

**Project Cost Estimate**

1,300,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
4.2	13.4	14.3	3.2	2.3	8.2	0.0	45.7

Fairlawn Ave. (Vine to Anderson)



**Description**

Pavement reconstruction.

**Location**

Fairlawn Ave. from Vine to Anderson.

**Purpose and Need**

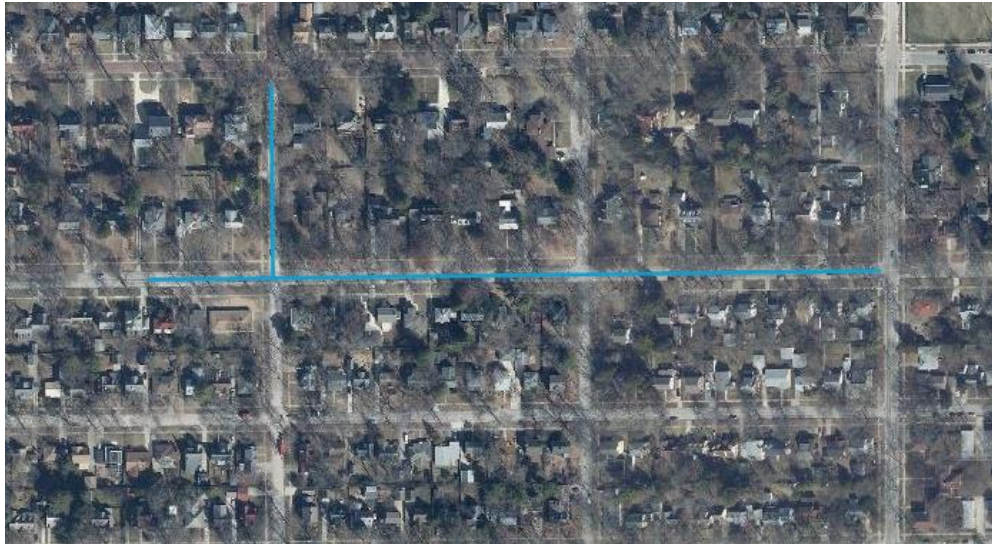
Fairlawn Ave. is a local street with pavement in very poor condition and with a bus route.

**Project Cost Estimate**

1,000,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	13.4	13.1	6.5	0.0	8.2	2.7	43.9

Pennsylvania Ave. and Orchard St.



**Description**

Pavement reconstruction.

**Location**

Pennsylvania Ave. from Orchard to Race and Orchard St. from Pennsylvania to Michigan

**Purpose and Need**

Pennsylvania Ave. is a local street with pavement in very poor condition and with a bus route.

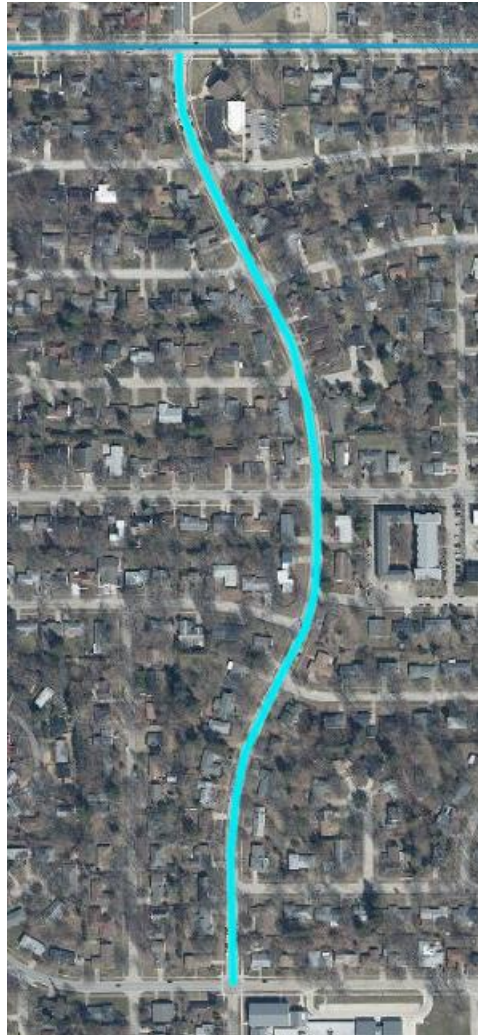
**Project Cost Estimate**

1,500,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	13.4	14.3	3.2	2.3	8.2	0.0	41.5



Anderson St. (Mumford to Florida)



**Description**

Pavement reconstruction.

**Location**

Anderson St. from Mumford to Florida

**Purpose and Need**

Anderson St. is a local street with pavement in very poor condition and with a bus route.

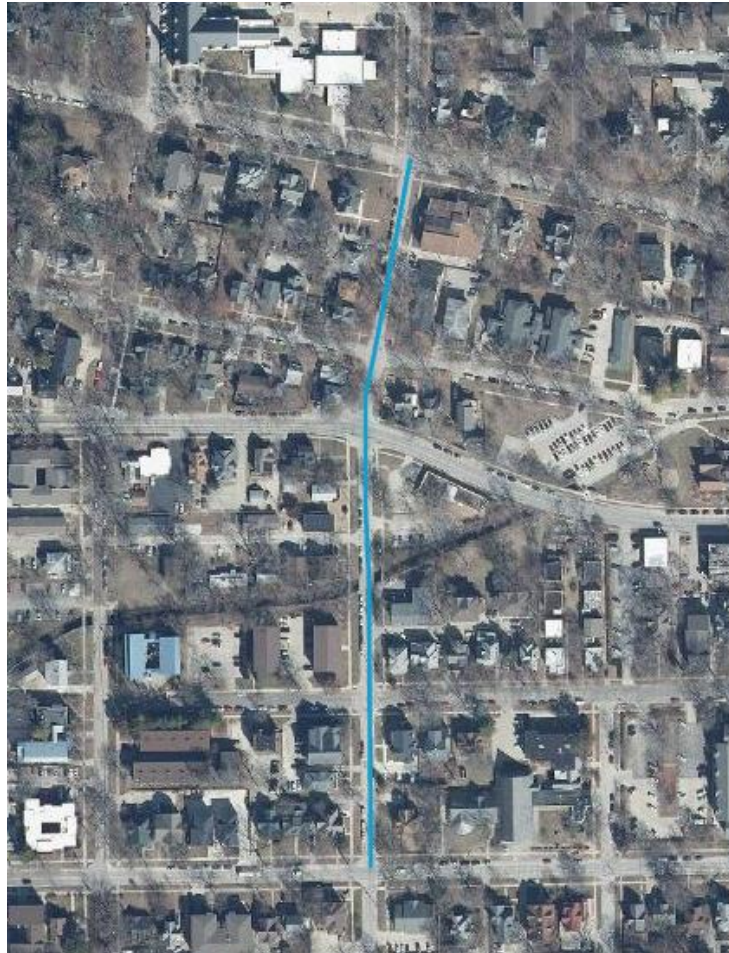
**Project Cost Estimate**

2,500,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
0.0	13.4	14.5	4.9	0.0	8.2	0.0	41.0



Coler Ave. (Green to Main)



**Description**

Pavement rehabilitation and bridge rehabilitation.

**Location**

Coler Ave. from Green to Main

**Purpose and Need**

Coler Ave. is a local street with pavement in poor condition and a bridge in very poor condition. The bridge over Boneyard Creek has a restriction of legal loads only due to its condition.

**Project Cost Estimate**

1,100,000

Safety Score (max 25.2)	Class Score (max 22.4)	Condition Score (max 17.0)	Funding Score (max 12.9)	Linking Score (max 11.6)	Bus Score (max 8.2)	CDTA Score (max 2.7)	Total Score (max 100.0)
8.4	13.4	11.7	3.2	3.5	0.0	0.0	40.3

# Section 4: Facilities

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# Operations

## Landfill Management

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40908 - LANDFILL MANAGEMENT	200 CR&I	113,590	50,000	-	-	-	-



**Description**

Miscellaneous improvements to Landfill site. Leachate collection and pumping systems are currently under review by an engineering consultant and will likely require rehabilitation or replacement in FY24.

**Location**

1210 E. University Ave.

**Purpose and Need**

Required to maintain integrity of closed landfill to ensure long-term environmental risk mitigation.

**Timeline**

Studies & Plans in FY24 and Construction in FY24.

**Changes from Previous CIP**

Timeline delayed by one year.

## Maintenance Programs

### General Rehabilitation

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40800-CONST-REHAB	200 CR&I	151,252	165,786	170,738	175,690	180,785	186,209



**Description**

Discretionary funding for small/medium scope facilities projects.

**Location**

All City facilities.

**Purpose and Need**

Projects to be identified and prioritized from findings of 2019 Phase 1- Facilities Condition Assessment. Funds will be focused to areas identified not to receive rehabilitation in near term capital improvement planning and for emergency facility conditions.

**Timeline**

Annual.

**Changes from Previous CIP**

None.



**Parking Garage**

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40700 - PARKING GARAGE REHAB	500 PARK	20,000	50,000	-	-	-	-



**Description**

Lighting upgrades and security upgrades

**Location**

111 W. Main St.

**Purpose and Need**

Public safety consideration.

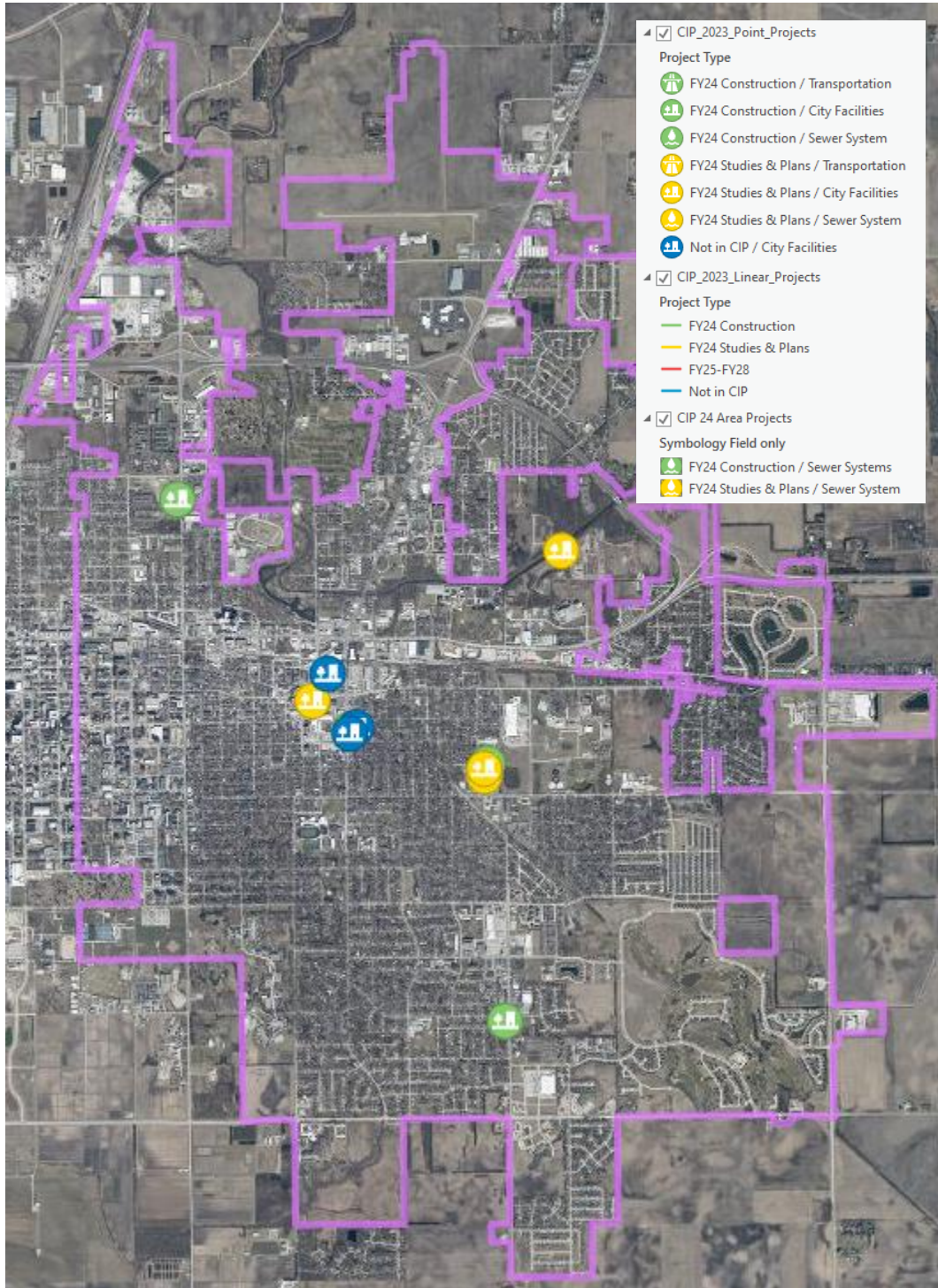
**Timeline**

Construction FY24.

**Changes from Previous CIP**

Added parking garage maintenance to CIP.

## Capital Projects (Summary)



Map of Facilities Capital Projects

<https://urbana.ccgisc.org/portalurbana/apps/webappviewer/index.html?id=b4b48ecfae094b62b439911db8efda43>



## Capital Projects (FY24 Construction)

### City-Wide Storage Facility

PROJECT	FUND	FY23 Projected	FY24 Allocation	FY25 Allocation	FY26 Allocation	FY27 Allocation	FY28 Allocation
40800-STORAGE	200 CR&I	50,000	175,000	-	-	-	-



#### Description

A facility with dedicated space for multiple City departments that will act as a centralized, organized space for storage of vehicle fleets, trailers, and related equipment. Also incorporated in the concept is an area for long-term document and file storage. This facility will be secured with restricted access.

#### Location

610 S. Glover Ave.

#### Purpose and Need

Key Finding #5 from 2020 Phase II- Space and Programming Needs Assessment: Poorly maintained storage causes the work environment to feel crowded. This will allow for the repurposing of the existing storage facility (704 Glover) for City Fleet maintenance.

#### Timeline

Construction FY23, Closeout FY24.

#### Changes from Previous CIP

Construction complete.

### Parking Meter Replacement

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40701 - METER INFRASTRUCTURE	500 PARK	280,000	-	-	-	-	-



**Description**

Replacement of obsolete parking meter mechanisms

**Location**

City-wide, on and off street parking meters.

**Purpose and Need**

Coin operated meters purchased and installed 20 years ago and no longer supported by manufacturer.

**Timeline**

Construction FY23-FY24.

**Changes from Previous CIP**

Added project to CIP.



### ADA Life Safety Improvements

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40800-ADA	200 CR&I	-	90,000	-	-	-	-



City of Urbana, Illinois

## Health/Life Safety/ADA Report Volume 1 December 17, 2019



**Description**

Remediation of high priority ADA and health/life safety concerns in City facilities. Most significantly: improvements to fire alarm system coverage at the City Building (400 South Vine) including strobes, horns, and pull stations. Relevant work also includes installation of ADA door actuators, closers, exit signage, and emergency lighting.

**Location**

All City facilities, but primarily City Building.

**Purpose and Need**

Priority 1 action item identified project in 2019 Phase 1- Facilities Condition Assessment. The City contracted with Bailey Edwards Architecture to perform a full analysis of City facilities. These items were identified as year 1 objectives.

**Timeline**

Construction FY24.

**Changes from Previous CIP**

None.

Facilities Security Improvements

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40800-SECURITY	200 CR&I	4,973	215,027	-	-	-	-



**Description**

Install card readers linked with door controllers to restrict access. This system will allow for greater flexibility and control over who can access the facility, as well as monitor who has entered the facility. Estimated cost based on 50 doors.

**Location**

All City facilities.

**Purpose and Need**

Priority 1 action item identified project in 2019 Phase 1- Facilities Condition Assessment. Key Finding #4 from 2020 Phase II- Space and Programming Needs Assessment: Limited delineation between public and private space affects both employee and citizen experience.

**Timeline**

Construction FY24.

**Changes from Previous CIP**

None.

### City Building Reconfiguration

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40800-LOBBY	200 CR&I	1,139,000	245,000	-	-	-	-



**Description**

Renovations underway to the City Building for improved customer service and to assist in wayfinding. Included is new/improved signage and wayfinding. Also included a redesign of Police Services reporting area for situations that are sensitive in nature.

**Location**

400 S. Vine St.

**Purpose and Need**

Key Finding #4 from 2020 Phase II- Space and Programming Needs Assessment: Limited delineation between public and private space affects both employee and citizen experience. Key Finding #3 from 2020 Phase II Space and Programming Needs Assessment: Unsafe and unenjoyable working conditions impact employee morale. Experience from COVID-19 has also demonstrated a more immediate need.

**Timeline**

Construction FY23-FY24.

**Changes from Previous CIP**

None.



**Fire Stations #2 and #3**

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40800-CONST-FIREST-DESIGN	200 CR&I	550,000	300,000	-	-	-	-
40800-CONST-FIREST	200 CR&I	-	7,470,000	-	-	-	-
40800-PROPACQ-FIRESTA3	200 CR&I	290,000	-	-	-	-	-
40800-CONST-DCEO	331 CDBG	-	1,500,000	-	-	-	-
TOTAL		840,000	9,270,000	0	0	0	0



**Description**

For both Fire Stations #2 and #3, new stations to be constructed at locations nearby the existing stations.

**Location**

Fire Station #2: 2103 Philo Rd. (exist.), 1501 E. Mumford Dr. (new).  
Fire Station #3: 1407 N. Lincoln Ave. (exist.), 1205 W. Bradley Ave. (new)

**Purpose and Need**

For both Fire Stations #2 and #3: Identified as at-risk prioritized facility in 2019 Phase 1- Facilities Condition Assessment. This facility is rated with a Facilities Condition Index of poor (Fire Station #3 was trending to a recommendation of divestment). Key Finding #3 from 2020 Phase II- Space and Programming Needs Assessment: Unsafe and unenjoyable working conditions impact employee morale.

**Timeline**

Studies & Plans FY23-FY24, Construction FY24-FY25.

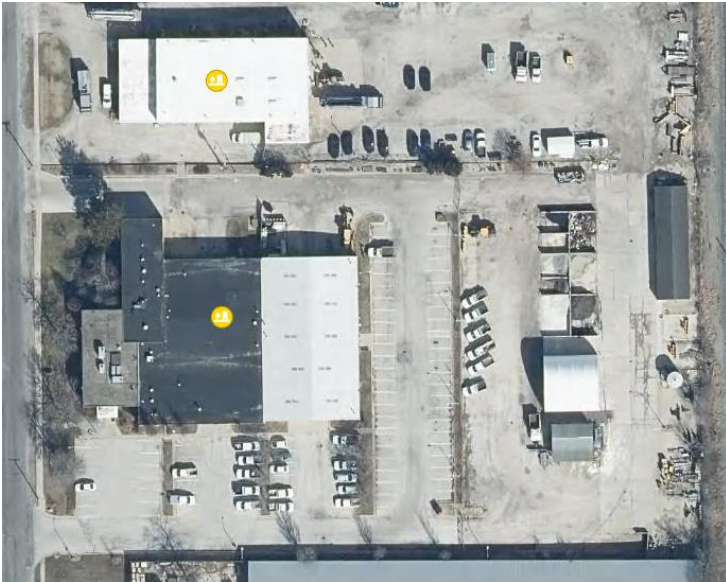
**Changes from Previous CIP**

Increased budgets for both locations through scoping study. New site for Station #3 was selected and acquired.

## Capital Projects (FY24 Studies and Plans)

### Public Works Campus

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40800-CONST-PUBWORKS	200 CR&I	-	2,208,643	-	-	-	-



#### Description

Relocate Arbor Division from existing facility to the Public Works Campus on Glover Avenue. Renovation of existing storage facility to become Fleet Facility. Existing Arbor Division Facility will be rehabilitated for Landscape Recycling Center staff and equipment to remain on site. Renovation of Public Works Building to meet updated workplace standards.

#### Location

Public Works Building: 706 S. Glover Ave.  
Future Fleet Facility: 704 S. Glover Ave.  
Existing Arbor Division Facility: 901 N. Smith Rd.

#### Purpose and Need

The existing Arbor Division shop was identified as at-risk prioritized facility in 2019 Phase 1- Facilities Condition Assessment. This facility is rated with a Facilities Condition Index of poor. All existing facilities listed above had Key Finding #3 from 2020 Phase II Space and Programming Needs Assessment: Unsafe and unenjoyable working conditions impact employee morale; and Key Finding #2 from 2020 Phase II- Space and Programming Needs Assessment: Current facilities hinder collaboration efforts. The Public Works Building had Key Finding #5 from 2020 Phase II- Space and Programming Needs Assessment: Poorly maintained storage crowds the work environment; and Key Finding #1 from 2020 Phase II- Space and Programming Needs Assessment: Distractions detract from time spent on defined responsibilities.

#### Timeline

Studies & Plans FY24, Construction FY24-FY25

#### Changes from Previous CIP

Public Works Campus projects combined for efficiency.

## Capital Projects Backlog (Not in CIP)

### Civic Center Divestment



**Description**

Pursue divestment of site from City ownership. Considerations for possible public/private redevelopment in conjunction with one or more sites.

**Location**

108 E. Water St.

**Purpose and Need**

Identified as at-risk prioritized facility in 2019 Phase 1- Facilities Condition Assessment. This facility is rated with a Facilities Condition Index of critical and trending to divestment. Cost of repairs and upgrades needed to bring the Civic Center up to date greatly exceeds the current replacement value.

**Project Cost Estimate**

No cost estimate at this time.



## City Building Addition



### Description

Major renovations within the City Building will reprogram entire space and enable most staff workspaces to be on floors 1-2, storage spaces will be relocated to the basement, departments will be co-located between 2 floors with less subdivided spaces (e.g. open workspaces, fewer private offices, shared amenity spaces). Project considers a new building addition to accommodate new public service and City Council chambers space built adjacent to the existing Council Chambers space.

### Purpose and Need

Recommendation in alignment with Key Findings #1-#5 from 2020 Phase II- Space and Programming Needs Assessment.

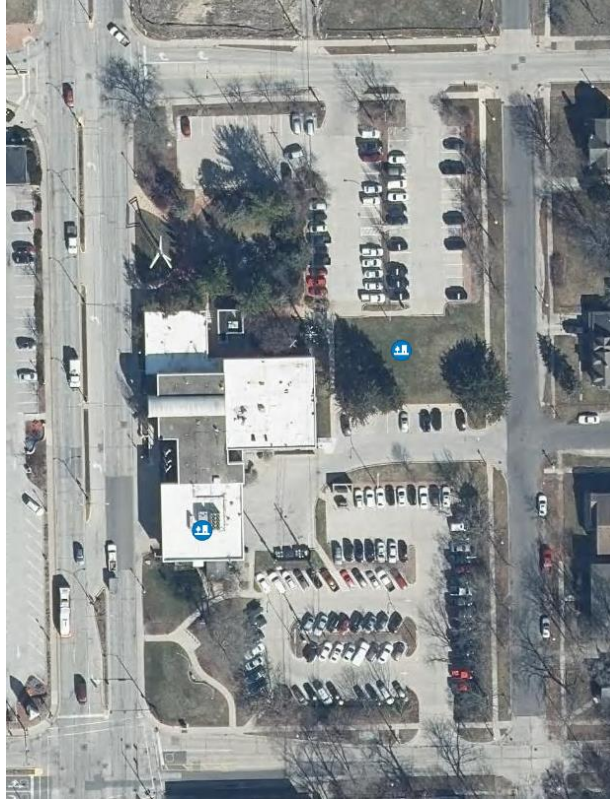
### Location

400 S. Vine St.

### Project Cost Estimate

Design \$2,202,000/ Construction: \$ 17,620,000 (2020 cost figures not adjusted for inflation).

## Fire Station #1



### Description

Fire Station #1 potentially relocates out of the City Building to a new location to be determined. The scope of the City Building Major Reconstruction + Building Addition would be altered such that out of City Building, a new addition to the City Building could be added to the east (rear) of current Fire Station #1 structure. In this scenario, City Council Chambers could relocate into new addition space, and space formerly occupied by Council Chambers could be renovated into a city-wide training and support space.

### Purpose and Need

Key Finding #3 from 2020 Phase II- Space and Programming Needs Assessment: Unsafe and unenjoyable working conditions impact employee morale. Key Finding #5 from 2020 Phase II- Space and Programming Needs Assessment: Poorly maintained storage crowds the work environment. This project is to be considered as an option in the City Building Major Reconstruction+ Building addition project planning and is dependent upon funding strategies. In the absence of this project, facilities concerns will be prioritized by the Facilities Conditions Assessment recommendation and funded through General Facilities Rehabilitation project.

### Location

400 S. Vine St.

### Project Cost Estimate

Design \$1,275,000/Construction: \$ 1,913,000 (2020 cost figures not adjusted for inflation).



# Section 5: Sewer Systems

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# Operations

## Planning and GIS Data Acquisition

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40412 - STORMWATER MANAGEMENT PLANNING	201 SWUF	697,500	-	-	-	-	-
40514 - SANITARY PLANNING AND GIS	204 SAN	240,000	-	-	-	-	-
TOTAL		937,500	0	0	0	0	0



**Description**

Acquisition of detailed survey measurements, inventory data, and condition assessment of storm and sanitary manholes and inlets, and integration of data into the City’s Geographical Information System (GIS).

**Location**

2,376 sanitary manholes, 4,195 storm manholes, and 4,077 storm inlets in the City’s sewer system.

**Purpose and Need**

Existing GIS data for manholes and inlets is incomplete (only 3% of storm and 20% of sanitary structures are complete to date), generally lacking accurate elevation measurements and condition assessments. A complete set of measurements, inventory data, and condition assessment will allow for more robust analysis and planning for the City’s sewer system.

**Timeline**

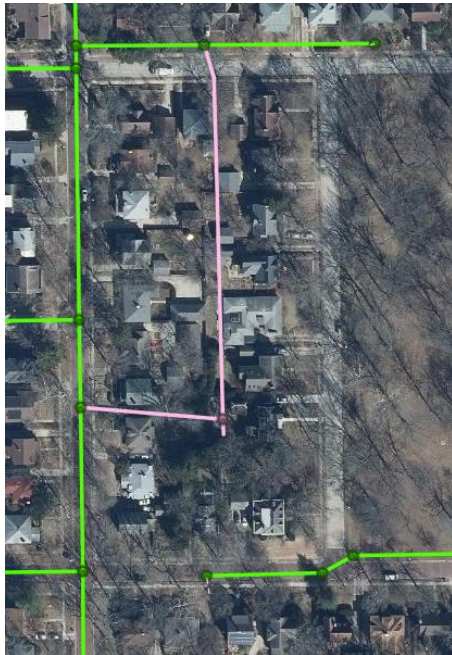
Begin FY23 and Finish FY25

**Changes from Previous CIP**

Increased budget for more comprehensive scope.

### Public Sanitary Sewer Service Gaps

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40501 - SANITARY SEWER PRIVATE TO PUBLIC	204 SAN	25,000	25,000	25,000	25,000	25,000	25,000
40515 - PUBLIC SANITARY SEWER GAPS STUDY	204 SAN	-	175,000	-	-	-	-
TOTAL		25,000	200,000	25,000	25,000	25,000	25,000



**Description**

Studies and improvements to fill in service gaps in the public sanitary sewer system. Solutions may include construction of new public sanitary sewer or conversion of an existing private sewer to City ownership and public use.

**Location**

Locations within the City of Urbana where a public sanitary sewer is not within a reasonable distance from the property.

**Purpose and Need**

Some properties in the City of Urbana are connected to the sanitary sewer system by privately-owned sewer laterals that serve multiple properties, while some properties have private sewage disposal (a septic system). Sewer laterals shared by multiple properties are not allowed for new construction or reconstruction. When private sewer laterals serve multiple properties, there is typically no written easement or agreement to establish the rights and responsibilities of the property owners, and this can result in private disputes when the shared sewer lateral is clogged or damaged. Private sewage disposal is not allowed when a public sanitary sewer is within a reasonable distance from the property, as defined by City Code.

**Timeline**

Annual budget for private to public conversion.  
Study in FY24 to identify public sanitary sewer gaps throughout the City and propose feasible solutions.

**Changes from Previous CIP**

Added study as new project.



## Maintenance Programs

### Miscellaneous Sewer Repairs

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40400 - STORMWATER SEWER MISC. REPAIRS	201 SWUF	238,258	250,000	260,000	270,400	281,216	292,465
40500 - SANITARY SEWER MISC. REPAIRS	204 SAN	225,869	250,000	260,000	270,400	281,216	292,465
TOTAL		464,127	500,000	520,000	540,800	562,432	584,930



**Description**

Unplanned repairs of storm and sanitary infrastructure.

**Location**

Various locations in the sewer system owned by City of Urbana.

**Purpose and Need**

Response to structural failures of pipes or structures, operational failures such as obstructions or severe root intrusion, localized flooding, and other urgent or emergency needs.

**Timeline**

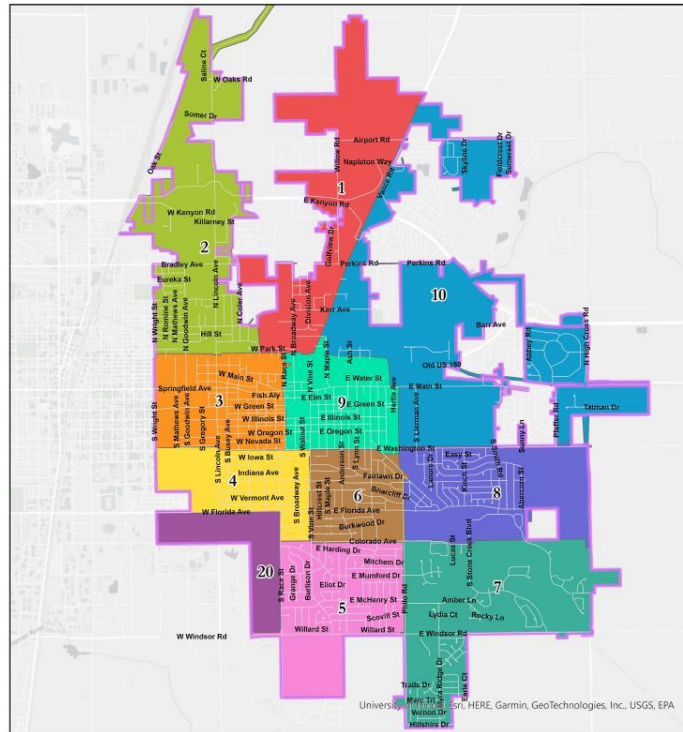
Annual budget.

**Changes from Previous CIP**

Increased budget for storm sewer repairs to meet anticipated needs.

### Sewer Cleaning and Televising

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40402 - STORM SEWER CLEANING & TELEVISIONING	201 SWUF	-	400,000	416,000	432,640	449,946	467,943
40510 - SANITARY SEWER TELEVISIONING	204 SAN	-	240,000	249,600	259,584	269,967	280,766
TOTAL		0	640,000	665,600	692,224	719,913	748,709



**Description**

For storm sewer mains and sanitary sewer collectors, clean sediment, roots, and debris from pipes; and inspect condition of pipes with closed circuit television (CCTV) equipment.

**Location**

146.0 miles of storm sewer mains and 104.1 miles of sanitary sewer mains City-wide, organized into 11 maintenance zones.

**Purpose and Need**

Cleaning for regular maintenance of sewer lines, and condition inspection of pipes for asset management, capital improvement planning, and identification of unplanned repairs. Systematic cleaning and televising to supplement the cleaning and televising by City staff. Target annual budget for storm cleaning and televising is \$80,000 more than current budget.

**Timeline**

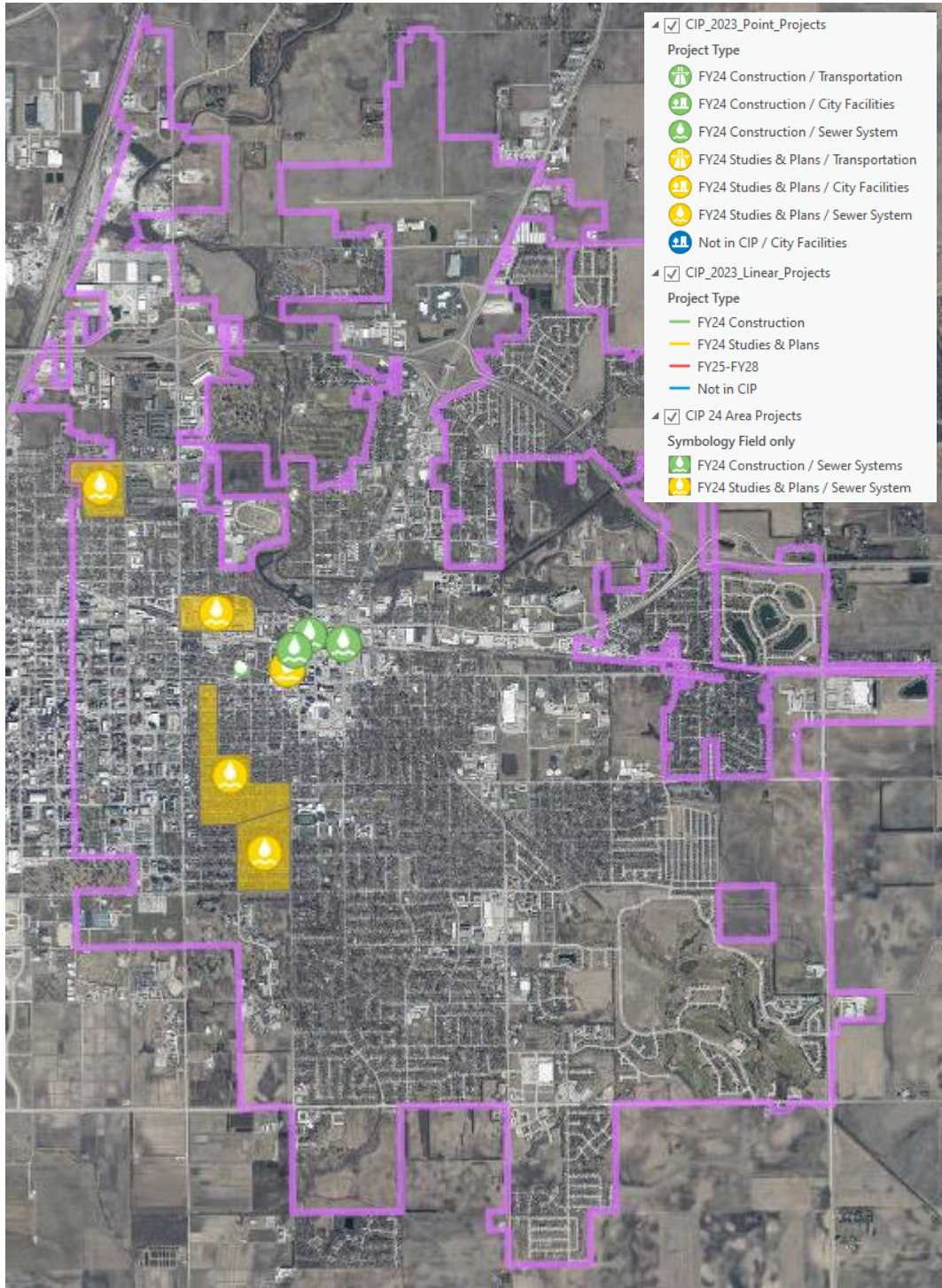
- Zone 4 (yellow on map) in FY24.
- Zone 3 (orange on map) in FY25.
- Zone 9 (turquoise on map) in FY26.
- Zone 6 (brown on map) in FY27.
- Zone 5 (pink on map) in FY28

**Changes from Previous CIP**

Increased budget for sanitary and established annual contract cleaning and televising program. Reduced budget for storm due to fund balance constraints.



## Capital Projects (Summary)



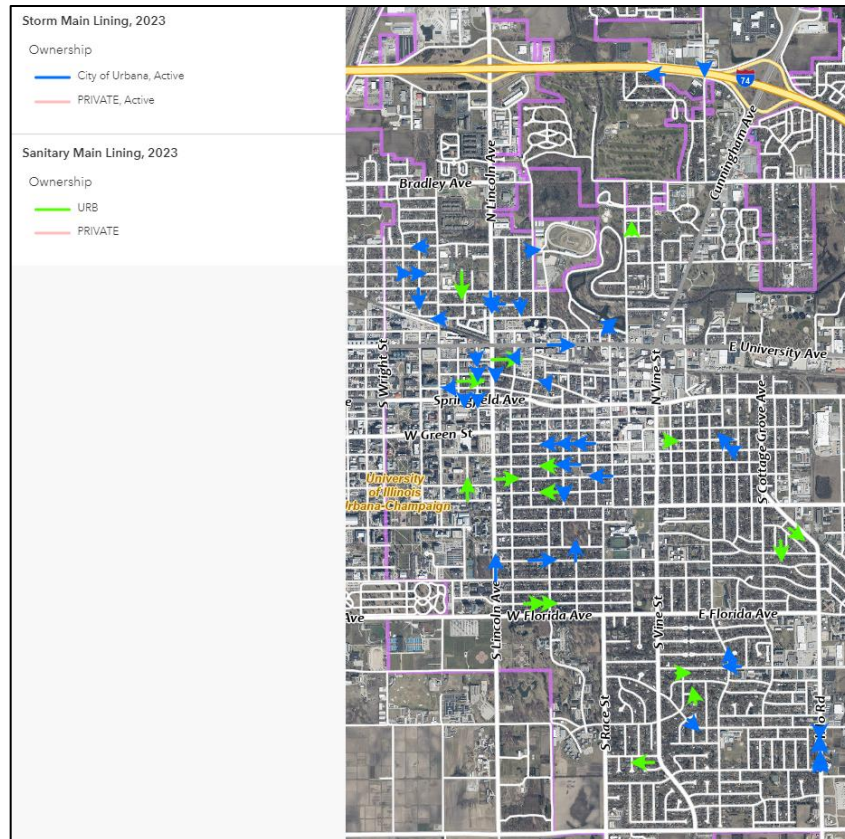
Map of Sewer System Capital Projects

<https://urbana.ccgisc.org/portalurbana/apps/webappviewer/index.html?id=b4b48ecfae094b62b439911db8efda43>

## Capital Projects (FY24 Construction)

### Sewer Lining

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40418 - STORM SEWER LINING	201 SWUF	500,000	425,000	330,000	343,200	356,928	371,205
40511 - SANITARY SEWER LINING	204 SAN	200,000	320,000	240,000	249,600	259,584	269,967
TOTAL		700,000	745,000	570,000	592,800	616,512	641,172



**Description**

Cured in place pipe (CIPP) lining of existing storm sewer mains and sanitary sewer collectors.

**Location**

146.0 miles of storm sewer mains and 104.1 miles of sanitary sewer mains City-wide.

**Purpose and Need**

Rehabilitation of pipe segments that are candidates for lining and which were identified through cleaning and televising inspections. Most pipes will be lined once in their service life. In order to line all sewers over a 50-year period, the annual budget for lining would have to be \$1.4 million for storm and \$970,000 for sanitary.

**Timeline**

Annual rehabilitation program.

**Changes from Previous CIP**

For storm sewers, separated lining from reconstruction budgets.



### Boneyard Creek Crossing Improvements

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40414 - BONEYARD CREEK CROSSING IMPROVEMENT	EPA 319 GRANT	-	64,800	-	-	-	-
	201 SWUF	258,205	240,000	-	-	400,000	-
40169 - BONEYARD CREEK LIGHTING	344 CENT TIF	48,950	159,000	-	-	-	-
49201 - FUND 201 - CIP	UCSD IGA	-	150,000	-	-	-	-
TOTAL		307,155	613,800	0	0	400,000	0



**Description**

Bank stabilization, electrical repairs and enhancements, sediment control and water quality improvements, and retaining wall repairs.

**Location**

Boneyard Creek Crossing is located where Race Street crosses Boneyard Creek. Bank stabilization on north bank upstream (west) of Broadway Ave. Electrical work near Race St. Sediment control upstream (west) of Race St. Retaining wall repairs east of Race St.

**Purpose and Need**

Bank erosion requires repair to prevent property damage – UCSD participation is due to sewer crossing. Electrical work and sediment control to improve utilization of Boneyard Creek Crossing for events and activities. Poor surface drainage is damaging a section of retaining wall. Applied for IL EPA 319 grant for design of sediment control and water quality improvements.

**Timeline**

Bank Stabilization Construction FY24; Electrical Plans and Construction FY24; Stream Improvements Studies & Plans FY24, Construction FY27.

**Changes from Previous CIP**

Increased budget for bank stabilization based on bid prices.

### Vine Street Pump Station

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40416 - VINE STREET PUMP STATION	201 SWUF	-	75,000	-	-	-	-



**Description**

Replace one or both pumps, and upgrade control and communications systems.

**Location**

Vine St. crossing under Norfolk Southern Railway bridge, between Main and University.

**Purpose and Need**

Pump station for Vine Street storm runoff. The pump station is in need of rehabilitation, and it has no functioning communication system to alert City staff of pump failure or other problems.

**Timeline**

Construction FY24.

**Changes from Previous CIP**

Delayed schedule and increased budget to add pump replacement to project.

### Brick Arch Storm Sewers

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40417 - MAIN ST BRICK ARCH STORM SEWER RECONSTRUCTION	201 SWUF	26,260	225,000	-	-	-	-
40420 - COLER AVE BRICK ARCH STORM SEWER STUDY	201 SWUF	-	50,000	-	-	-	-
TOTAL		26,260	275,000	0	0	0	0



**Description**

Feasibility studies and improvements for existing, large diameter brick arch storm sewers.

**Location**

One sewer line from Main St. to Boneyard Creek, west of McCullough St. Another sewer line from Carle Park to Boneyard Creek, generally along Coler Ave. Both lines are located under or adjacent to private buildings.

**Purpose and Need**

Public sewer lines located under or adjacent to private buildings presents a risk for high maintenance costs or property damage that the City seeks to mitigate by relocating the existing sewers.

**Timeline**

Main St. Study FY23, Plans & Construction FY24;  
Coler Ave. Study FY24.

**Changes from Previous CIP**

New projects.



## Capital Projects (FY24 Studies and Plans)

### Storm Sewer Abandonment Study

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40419 - STORM SEWER ABANDONMENT STUDY	201 SWUF	45,000	55,000	-	-	-	-



**Description**

Feasibility study for existing storm sewers located in backyard utility easements.

**Location**

Neighborhood with existing storm sewers in backyard utility easements, generally bounded by Florida Ave. to the south, Race St. to the east, Carle Park to the north, and Orchard St. to the west.

**Purpose and Need**

Existing backyard sewers may have originally been combined sewers (for storm and sanitary flow). Feasibility study to determine what purpose these sewers serve today and what improvements would be required to abandon the existing sewers. Private improvements at ground level on the backyard utility easements make access very difficult for maintenance or repair to these sewers.

**Timeline**

Study FY23-FY24.

**Changes from Previous CIP**

New project.

### Carle Hospital Sanitary Sewer

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
40513 - CARLE SANITARY SEWER	200 CR&I	-	713,000	-	-	-	-
	204 SAN	54,300	-	-	-	-	-
TOTAL		54,300	713,000	0	0	0	0



**Description**

Provide alternative route for public sanitary flow which currently passes under buildings in the Carle Foundation Hospital campus.

**Location**

Study area generally bounded by Lincoln Ave. to the west, Church St. to the north, McCullough St. to the east, and University Ave. to the south.

**Purpose and Need**

Public sewer lines located under or adjacent to private buildings presents a risk for high maintenance costs or property damage that the City seeks to mitigate by relocating the existing sewers.

**Timeline**

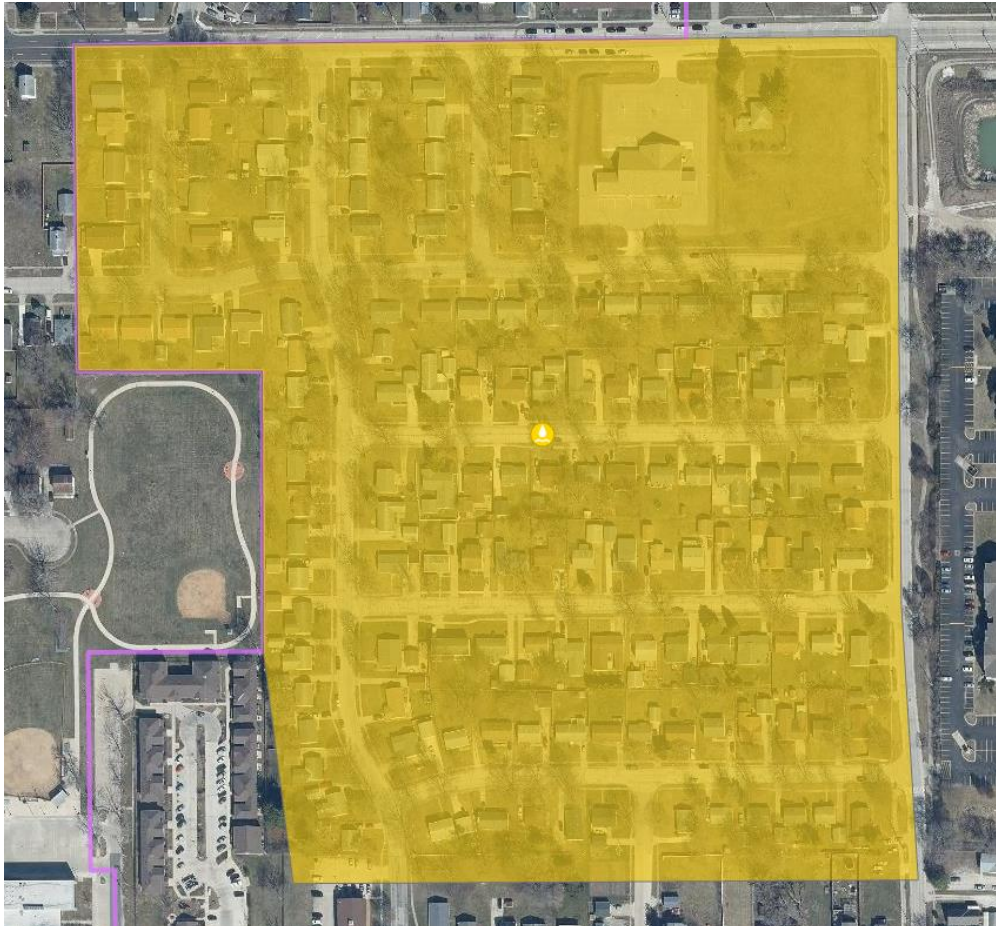
Study FY23, Design FY24, and Construction FY24-FY25.

**Changes from Previous CIP**

Project timeline extended.

### Sanitary Sewer Lateral Lining

PROJECT	FUND	FY23 Projected	FY24 Allocated	FY25 Allocated	FY26 Allocated	FY27 Allocated	FY28 Allocated
ARPA LATERAL LINING	ARP-24	-	130,000	1,166,000	-	-	-



**Description**

Cured in place pipe (CIPP) lining of existing, private sanitary sewer laterals.

**Location**

Dr. Ellis Subdivision, generally bounded by Bradley Ave. to the north, Goodwin Ave. to the east, Ellis Dr. to the south, and City Boundary to the west.

**Purpose and Need**

Rehabilitation of private sanitary sewer laterals with lining can be a reliable, cost effective, and proactive alternative to excavating and replacing a pipe after it has failed. Reduces risk of costly repairs borne by property owner, and improves efficiency of sanitary sewer network by reducing infiltration. Pilot program funded by American Rescue Plan (ARPA).

**Timeline**

Studies & Plans FY24, Construction FY25.

**Changes from Previous CIP**

New project.



**200 - CAPITAL REPLACMT & IMPROV FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>REVENUE</b>								
40132 - WRIGHT ST: CHURCH TO COLUMBIA	40132-OTHER	CITY OF CHAMPAIGN	-	-	25,000	275,000	-	-
40141 - TRAFFIC SIGNAL MAINTENANCE	40141-ST--	STATE REIMB. - LT & SIGN	15,000	15,000	15,000	15,000	15,000	15,000
40401 - BRIDGE MAINTENANCE PROJECTS	40401-OTHER	CITY OF CHAMPAIGN	-	-	30,000	-	-	-
40800 - CITY FACILITY IMPROVEMENT	40800-BONDS--	BOND PROCEEDS	-	12,000,000	-	-	-	-
	40800-MISC--	BONDS	-	-	-	-	-	-
49200 - FUND 200 - CIP	49200-INT--	INTEREST INCOME	85,000	35,000	35,700	36,414	36,414	36,414
	49200-GENTFR--	TRANSFERS FROM GENERAL FUND	854,270	2,375,627	2,601,896	3,228,953	2,456,821	2,485,526
<b>TOTAL REVENUE</b>			<b>954,270</b>	<b>14,425,627</b>	<b>2,707,596</b>	<b>3,555,367</b>	<b>2,508,235</b>	<b>2,536,940</b>
<b>OPERATIONS</b>								
40112 - PAVEMENT MANAGEMENT	40112-PLANNING--	PAVEMENT MANAGEMENT SYSTEM	19,820	180,000	20,000	20,000	20,000	20,000
	40112-STUDIES--	PAVEMENT CORE STUDIES	-	25,000	25,000	25,000	25,000	25,000
40120 - MISC. TRAFFIC STUDIES	40120-PLANNING--	MISC TRAFFIC STUDIES PLANNING	27,201	20,000	20,000	20,000	20,000	20,000
40181 - MISC. MATERIAL TESTING	40181-CONST--	MISC. MATERIAL TESTING	-	15,000	15,000	15,000	15,000	15,000
40908 - LANDFILL MANAGEMENT	40908-CONST--	LANDFILL MANAGEMENT	113,590	50,000	-	-	-	-
<b>MAINTENANCE PROGRAMS</b>								
40101 - SIDEWALK MAINTENANCE	40101-CONST--	SIDEWALK MAINTENANCE	122,427	150,000	150,000	150,000	150,000	150,000
40113 - BIKE LANES & SIDEPATHS	40113-CONST--	CONSTRUCTION	16,691	21,177	21,791	22,423	23,073	23,696
40141 - TRAFFIC SIGNAL & STREET LIGHT MAINTENANCE	40141-CONST--	TRAFFIC SIGNAL & STREET LIGHT MAINTENANCE	15,000	50,000	50,000	50,000	50,000	50,000
40160 - ANNUAL PAVEMENT MARKING PROGRAM	40160-CONST-CRI-	PAVEMENT MARKING	-	30,000	30,000	30,000	30,000	30,000
40401 - BRIDGE MAINTENANCE PROJECTS	40401-CONST-CRI-	BRIDGE MAINTENANCE	-	135,000	60,000	-	-	-
40604 - ANNUAL SIGNAL CR&I	40604-PLANNING--	PLANNING & CONSTRUCTION	88,125	41,000	246,000	198,000	62,000	110,000
40606 - ANNUAL STREET LIGHTING CR&I	40606-PLANNING--	PLANNING	79,500	-	-	-	-	-
<b>TOTAL O&amp;M EXPENSE</b>			<b>482,354</b>	<b>717,177</b>	<b>637,791</b>	<b>530,423</b>	<b>395,073</b>	<b>443,696</b>



**200 - CAPITAL REPLACMT & IMPROV FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
		TOTAL REVENUE (PAGE 1)	954,270	14,425,627	2,707,596	3,555,367	2,508,235	2,536,940
		TOTAL O&M EXPENSE (PAGE 1)	482,354	717,177	637,791	530,423	395,073	443,696

CAPITAL PROJECTS								
40102 - MCORE	40102-CONST-CIP-	CONSTRUCTION - CIP	626,281	-	-	-	-	-
40109 - WASHINGTON ST BRIDGE RECONSTRUCTION	40109-PLANNING--CRI	PLANNING & CONSTRUCTION	-	492,000	-	-	-	-
40121 - UNIVERSITY: WRIGHT - MAPLE	40121-CONST--	UNIVERSITY AVE CONSTRUCTION	97,896	-	-	-	-	-
40132 - WRIGHT ST: CHURCH TO COLUMBIA	40132-PLANNING	PLANNING & CONSTRUCTION	-	-	50,000	550,000	-	-
40162 - EQUITY AND QUALITY OF LIFE PROJECTS	40162-CONST--	EQL CONSTRUCTION	150,997	1,849,003	200,000	800,000	-	-
40164 - FLORIDA AT JAMES CHERRY	40164-PLANNING-CRI	PLANNING & CONSTRUCTION	-	600,000	-	-	-	-
40172 - COUNTRY CLUB & PERKINS	40172-PLANNING	PLANNING & CONSTRUCTION	-	28,333	305,000	-	-	-
40182 - BROADWAY: ELM TO PARK	40182-PLANNING-CRI-	PLANNING & CONSTRUCTION	-	-	-	-	160,000	1,440,000
40513 - CARLE SANITARY SEWER	40414-PLANNING--CRI	PLANNING & CONSTRUCTION	-	713,000	-	-	-	-
40602 - CAMPUS LIGHTING IMPROVEMENT	40513-PLANNING--CRI	PLANNING	259	-	-	-	-	-
40800 - CITY FACILITY IMPROVEMENT	40800-STORAGE	STORAGE BUILDING	50,000	175,000	-	-	-	-
	40800-LOBBY	CITY BUILDING LOBBY RECONFGIF	1,139,000	245,000	-	-	-	-
	40800-SECURITY	SECURITY ENHANCEMENTS	4,973	215,027	-	-	-	-
	40800-ADA	ADA ENHANCEMENTS	-	90,000	-	-	-	-
	40800-CONST-FIREST-DESIGN	FIRE STATION DESIGN	550,000	300,000	-	-	-	-
	40800-CONST-FIREST	FIRE STATION CONSTRUCTION	-	7,470,000	-	-	-	-
	40800-PROPACQ-FIRESTA3	FIRE STATION 3 - LAND ACQUISITION	290,000	-	-	-	-	-
	40800-CONST-PUBWORKS	PUBLIC WORKS CAMPUS IMP	-	2,208,643	-	-	-	-
	40800-CONST-REHAB	GENERAL FACILITIES REHAB	151,252	165,786	170,738	175,690	180,785	186,209
	40800-PRINCIPAL--	DEBT SERVICE PAYMENTS	-	-	1,014,809	1,055,063	1,097,265	1,141,456
40800-INTEREST--	INTEREST	-	-	465,007	424,428	382,225	338,335	
		<b>TOTAL PROJECT EXPENSE</b>	<b>3,060,658</b>	<b>14,551,792</b>	<b>2,205,554</b>	<b>3,005,181</b>	<b>1,820,275</b>	<b>3,106,000</b>
		<b>TOTAL EXPENSE</b>	<b>3,543,012</b>	<b>15,268,969</b>	<b>2,843,345</b>	<b>3,535,604</b>	<b>2,215,348</b>	<b>3,549,696</b>
		<b>Net Revenue / (Expense)</b>	<b>(2,588,742)</b>	<b>(843,342)</b>	<b>(135,749)</b>	<b>19,763</b>	<b>292,887</b>	<b>(1,012,756)</b>
		<b>Beginning Fund Balance</b>	<b>4,999,479</b>	<b>2,410,737</b>	<b>1,567,395</b>	<b>1,431,646</b>	<b>1,451,409</b>	<b>1,744,296</b>
		<b>Ending Fund Balance</b>	<b>2,410,737</b>	<b>1,567,395</b>	<b>1,431,646</b>	<b>1,451,409</b>	<b>1,744,296</b>	<b>731,541</b>

**201 - STORMWATER UTILITY FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>REVENUE</b>								
40414 - BONEYARD CREEK CROSSING IMPROVEMENT	40414-EPA	EPA 319 Grant (NOTE 1)	-	64,800	-	-	-	-
49201 - FUND 201 - CIP	49201-FEE--	STORMWATER UTILITY FEE	1,744,237	1,707,089	1,732,695	1,758,685	1,785,066	1,811,842
	49201-INT--	INTEREST REVENUE	50,000	15,000	10,000	10,000	10,000	10,000
	49201-MISC	MISC REVENUE	17,414					
	49201-REIMB--	BONEYARD CREEK MAINT REIMB	10,000	150,000	10,000	10,000	10,000	10,000
<b>TOTAL REVENUE</b>			<b>1,821,651</b>	<b>1,936,889</b>	<b>1,752,695</b>	<b>1,778,685</b>	<b>1,805,066</b>	<b>1,831,842</b>

<b>OPERATIONS</b>								
40404 - STREAM AND RAIN GAUGE MONITORING	40404-OTHER--	STREAM AND RAIN GAUGE MONITOR.	15,400	19,853	20,429	21,021	21,631	22,215
40406 - MOSQUITO SURVELLIANCE/ABATEMENT	40406-OTHER--	MOSQUITO PROGRAM	32,711	28,506	29,333	30,183	31,059	31,898
40407 - DRAINAGE DISTRICT PAYMENTS	40407-OTHER--	DRAINAGE DISTRICT PAYMENTS	27,876	14,342	14,758	15,186	15,626	16,048
40408 - MS4 NPDES PERMIT FEE	40408-OTHER--	MS4 NPDES PERMIT FEE	1,000	1,000	1,000	1,000	1,000	1,000
40409 - PUBLIC EDUCATION & OUTREACH	40409-OTHER--	STORMWATER PUBLIC EDU OUTREACH	2,500	2,500	2,500	2,500	2,500	2,500
40410 - STORMWATER INCENTIVE PROGRAM	40410-OTHER--	STORMWATER INCENTIVE PROGRAM	5,000	5,000	5,000	5,000	5,000	5,000
40411 - HAZARD. SUMP PUMP DISCH. ABATEMENT	40411-OTHER--	HAZARDOUS SUMP PUMP	10,000	10,000	10,000	10,000	10,000	10,000
40412 - STORMWATER MANAGEMENT PLANNING	40412-PLANNING--	STORMWATER MANAGEMENT PLANNING	697,500	-	-	-	-	-
40413 - SUF BILLING COSTS	40413-OTHER--	SUF BILLING COSTS	52,340	53,858	55,420	57,027	58,681	60,266
49201 - FUND 201 - CIP	49201-52999	MISC EXPENSES	8,800	8,800	8,800	8,800	8,800	8,800
	49201-GENTFR--	TRANSFER TO GENERAL FUND	612,540	708,732	729,994	751,894	774,451	797,684
	49201-VERFTFR--	TRANSFER TO VERF	79,266	82,810	84,466	86,156	87,879	89,636

<b>MAINTENANCE PROGRAMS</b>								
40400 - STORMWATER SEWER MISC. REPAIRS	40400-CONST--	STORMWATER IMPROVEMENTS	238,258	250,000	260,000	270,400	281,216	292,465
40402 - STORM SEWER CLEANING & TELEVISIONS	40402-CONST--	STORM CLEANING & TELEVISIONS	-	400,000	416,000	432,640	449,946	467,943
40405 - BONEYARD CREEK MAINTENANCE	40405-CONST--	BONEYARD CREEK MAINTENANCE	80,981	54,054	25,000	25,000	25,000	25,000

<b>CAPITAL PROJECTS</b>								
40102 - MCORE	40102-CONST-STWTR-	CONSTRUCTION - STORMSEWER	131,290	-	-	-	-	-
40414 - BONEYARD CREEK CROSSING IMPROVEMENT	40414-CONST--	PLANNING & CONSTRUCTION	258,205	240,000	-	-	400,000	-
	40416-CONST--	Vine Street PUMP	-	75,000	-	-	-	-
40417 - MAIN ST BRICK ARCH STORM SEWER RECONSTRUCTION	40417-PLANNING--	MAIN ST BRICK ARCH STORM SEWER RECONSTRUCTION	26,260	225,000	-	-	-	-
40418 - STORM SEWER LINING	40418-CONST--	STORM SEWER LINING	500,000	425,000	330,000	343,200	356,928	371,205
40419 - STORM SEWER ABANDONMENT STUDY	40419-PLANNING--	STORM SEWER ABANDONMENT STUDY	45,000	55,000	-	-	-	-
40420 - COLER AVE BRICK ARCH STORM SEWER STUDY	40420-PLANNING	COLER AVE BRICK ARCH STORM SEWER STUDY	-	50,000	-	-	-	-
<b>TOTAL EXPENSE</b>			<b>2,824,927</b>	<b>2,709,455</b>	<b>1,992,700</b>	<b>2,060,006</b>	<b>2,529,716</b>	<b>2,201,660</b>

**NOTE:**

1.) GRANT FUNDING HAS NOT BEEN AWARDED. PROJECT CONTINGENT ON RECEIVING GRANT FUNDING.

	Net Revenue / (Expense)	(1,003,276)	(772,566)	(240,005)	(281,321)	(724,650)	(369,818)
<b>Beginning Fund Balance</b>	<b>2,428,456</b>	<b>1,425,180</b>	<b>652,614</b>	<b>412,608</b>	<b>131,288</b>	<b>(593,363)</b>	<b>(963,180)</b>
<b>Ending Fund Balance</b>	<b>1,425,180</b>	<b>652,614</b>	<b>412,608</b>	<b>131,288</b>	<b>(593,363)</b>	<b>(963,180)</b>	

**202 - LOCAL MOTOR FUEL TAX FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>REVENUE</b>								
49202 - FUND 202 - CIP	49202-LOC--	LOCAL MFT	648,854	658,586	668,465	678,492	688,669	698,999
	49202-INT--	INVESTMENT INCOME	25,000	10,000	5,000	5,000	5,000	5,000
	49202-STDALLOW--	STANDARD ALLOWANCE	115,000	115,000	115,000	115,000	-	-
<b>TOTAL REVENUE</b>			<b>788,854</b>	<b>783,586</b>	<b>788,465</b>	<b>798,492</b>	<b>693,669</b>	<b>703,999</b>
<b>MAINTENANCE PROGRAMS</b>								
40108 - ANNUAL STREET PATCHING	40108-CONST-LMFT-	LMFT ANNUAL STREET MAINTENANCE	380,000	225,000	300,000	300,000	300,000	300,000
40114 - OIL & CHIP, SEAL, PRESERVATION	40114-CONST-LMFT-	LMFT O&C, SEAL, PRESERVATION	140,061	210,000	290,000	290,000	290,000	290,000
40159 - ANNUAL JOINT SEAL AND CRACK PROGRAM	40159-CONST-LMFT-	JOINT SEAL AND CRACK PROGRAM	123,716	210,000	190,000	190,000	190,000	190,000
40160 - ANNUAL PAVEMENT MARKING PROGRAM	40160-CONST-LMFT-	PAVEMENT MARKING	35,378	-	-	-	-	-
<b>CAPITAL PROJECTS</b>								
40107 - WINDSOR ROAD	40107-LEGAL--	WINDSOR ROAD LEGAL FEES	207,126	100,000	-	-	-	-
	40107-CONST--	WINDSOR ROAD CONSTRUCTION	410,783	-	-	-	-	-
	49202-PRINCIPAL--	WINDSOR RD RECON - PRINCIPAL	295,000	300,000	-	-	-	-
	49202-INTEREST--	WINDSOR RD RECON - INTEREST	10,966	3,750	-	-	-	-
40109 - WASHINGTON ST BRIDGE RECONSTRUCTION	40109-PLANNING--	WASHINGTON ST BRIDGE PLANNING	106,880	-	-	-	-	-
	40109-CONST--	WASHINGTON ST BRIDGE CONST	100,000	-	-	-	-	-
40124 - LINCOLN: WASCHER - KILLARNEY	40124-PLANNING-LMFT-	GRANT APPLICATION	45,000	-	-	-	-	-
40144 - LINCOLN & SPRINGFIELD	40144-PLANNING-LMFT-	STREET RESURFACE PLANNING LMFT	818	-	-	-	-	-
40148 - SAVANNAH GREEN: ALLEYS & SMITH RD	40148-CONST-LMFT-	CONSTRUCTION	1,803	-	-	-	-	-
40164 - FLORIDA AT JAMES CHERRY	40164-PLANNING-LMFT-	PLANNING	100,000	-	-	-	-	-
<b>TOTAL EXPENSE</b>			<b>1,957,531</b>	<b>1,048,750</b>	<b>780,000</b>	<b>780,000</b>	<b>780,000</b>	<b>780,000</b>
<b>Net Revenue / (Expense)</b>			<b>(1,168,678)</b>	<b>(265,164)</b>	<b>8,465</b>	<b>18,492</b>	<b>(86,331)</b>	<b>(76,001)</b>
<b>Beginning Fund Balance</b>			<b>1,437,745</b>	<b>269,067</b>	<b>3,903</b>	<b>12,369</b>	<b>30,861</b>	<b>(55,470)</b>
<b>Ending Fund Balance</b>			<b>269,067</b>	<b>3,903</b>	<b>12,369</b>	<b>30,861</b>	<b>(55,470)</b>	<b>(131,470)</b>

**203 - MOTOR FUEL TAX FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>REVENUE</b>								
40124 - LINCOLN: WASCHER - KILLARNEY	40124-STBG	STBG/STPU CUUATS	-	650,000	-	650,000	-	-
	40124-SS4A	SS4A GRANT (NOTE 1)	-	-	-	-	7,319,000	-
40129 - BAKERS LANE MULTI-USE PATH	40129-ITEP	ITEP	-	135,320	1,037,450	-	-	-
	40129-REBUILD	REBUILD	-	33,840	259,430	-	-	-
40135 - FLORIDA: WRIGHT - HILLCREST	40135-COVID--	COVID RELIEF SUPPLEMENT	-	238,013	-	-	-	-
	40135-STBG	STBG/STPU CUUATS	-	497,030	-	-	-	-
	40135-RAISE	RAISE GRANT (NOTE 1)	-	-	-	10,077,630	-	-
40137 - FLORIDA MULTI-USE PATH	40137-ITEP	ITEP	-	101,360	729,050	-	-	-
	40137-REBUILD	REBUILD	-	25,340	242,320	-	-	-
40149 - LINCOLN: GREEN - FLORIDA	40149- STBG	STBG/STPU CUUATS (NOTE 1)	-	-	-	-	-	5,920,000
49203 - FUND 203 - CIP	49203-ST--	STATE MFT ALLOTMENT	940,091	895,912	913,831	932,107	950,749	969,764
	49203-TRF--	STATE MFT TRF	728,720	732,984	747,644	762,597	777,849	793,406
	49203-REBUILDIL--	REBUILD ILLINOIS	453,090	-	-	-	-	-
	49203-INT--	2.5% INTEREST REVENUE	100,000	105,000	30,000	30,000	30,000	30,000
<b>TOTAL REVENUE</b>			<b>2,221,901</b>	<b>3,414,799</b>	<b>3,959,725</b>	<b>12,452,334</b>	<b>9,077,598</b>	<b>7,713,170</b>

<b>OPERATIONS</b>								
40171 - BRIDGE INSPECTION PROGRAM	40171-ENG--	BRIDGE INSPECTIONS	22,100	-	35,000	-	35,000	-
<b>CAPITAL PROJECTS</b>								
40102 - MCORE	40102-CONST-MFT-	CONSTRUCTION - MFT	699,384	-	-	-	-	-
40124 - LINCOLN: WASCHER - KILLARNEY	40124-PLANNING-SMFT-	PLANNING & CONSTRUCTION	-	813,000	-	813,000	9,149,000	-
40129 - BAKERS LANE MULTI-USE PATH	40129-PLANNING--	PLANNING & CONSTRUCTION	-	169,160	1,296,880	-	-	-
40133 - PHILO & COLORADO	40133-PLANNING--	PLANNING & CONSTRUCTION	131,689	1,760,000	1,540,000	-	-	-
40134 - SPRINGFIELD: WRIGHT TO MCCULL	40134-PLANNING--	PLANNING & CONSTRUCTION	70,000	1,390,000	-	-	-	-
40135 - FLORIDA: WRIGHT - HILLCREST	40135-PLANNING--	PLANNING & CONSTRUCTION	-	859,300	-	10,077,630	-	-
40137 - FLORIDA MULTI-USE PATH	40137-PLANNING--	PLANNING & CONSTRUCTION	-	126,700	971,370	-	-	-
40142 - RACE ST: WASHINGTON - CALIFORNIA	40142-PLANNING--	PLANNING & CONSTRUCTION	462,839	-	-	-	-	-
40144 - LINCOLN & SPRINGFIELD	40144-PLANNING-SMFT-	PLANNING & CONSTRUCTION	1,654,329	-	-	-	-	-
40148 - SAVANNAH GREEN ALLEYS	40148-PLANNING-MFT-	PLANNING & CONSTRUCTION	201,000	300,000	-	-	-	-
40149 - LINCOLN: GREEN - FLORIDA	40149-PLANNING--	PLANNING & CONSTRUCTION	-	200,000	-	750,000	-	8,150,000
40150 - WINDSOR: RACE TO WEST BOUNDARY	40150-PLANNING--	PLANNING & CONSTRUCTION	1,451,790	-	-	-	-	-
40165 - BROADWAY & COUNTRY CLUB RD	40165-PLANNING-MFT-	PLANNING & CONSTRUCTION	-	-	-	-	75,000	825,000
40167 - BONEYARD CREEK BRIDGE REPAIR	40167-PLANNING-MFT-	PLANNING & CONSTRUCTION	75,000	5,000	280,000	-	-	-
40168 - VINE AND ILLINOIS	40168-PLANNING-MFT-	PLANNING & CONSTRUCTION	-	-	210,000	1,890,000	-	-
<b>TOTAL EXPENSE</b>			<b>4,768,132</b>	<b>5,623,160</b>	<b>4,333,250</b>	<b>13,530,630</b>	<b>9,259,000</b>	<b>8,975,000</b>

**NOTE:**

1.) GRANT FUNDING HAS NOT BEEN AWARDED. PROJECT CONTINGENT ON RECEIVING GRANT FUNDING.

	Net Revenue / (Expense)	(2,546,231)	(2,208,361)	(373,525)	(1,078,296)	(181,402)	(1,261,830)
<b>Beginning Fund Balance</b>	<b>6,675,880</b>	<b>4,129,649</b>	<b>1,921,288</b>	<b>1,547,763</b>	<b>469,467</b>	<b>288,065</b>	
<b>Ending Fund Balance</b>	<b>4,129,649</b>	<b>1,921,288</b>	<b>1,547,763</b>	<b>469,467</b>	<b>288,065</b>	<b>(973,765)</b>	



**204 - SANITARY SEWER FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>REVENUE</b>								
49204 - FUND 204 - CIP	49204-ARPTFR	TRANSFER FROM ARPA		130,000	1,166,000			
	49204-FEE--	SEWER BENEFIT FEE	1,472,068	1,553,032	1,576,327	1,599,972	1,623,972	1,648,331
	49204-INT--	INVESTMENT INCOME	30,000	21,000	15,000	15,000	15,000	15,000
	49204-REIMB--	UCSD REIMBURSEMENT	3,500					
<b>TOTAL REVENUE</b>			<b>1,505,568</b>	<b>1,704,032</b>	<b>2,757,327</b>	<b>1,614,972</b>	<b>1,638,972</b>	<b>1,663,331</b>
<b>OPERATIONS</b>								
40501 - SANITARY SEWER PRIVATE TO PUBLIC	40501-SVCS--	SAN. SEWER PRIVATE TO PUBLIC	25,000	25,000	25,000	25,000	25,000	25,000
40503 - SBF BILLING COSTS	40503-OTHER--	SBF BILLING COSTS	48,275	49,675	51,116	52,599	54,124	55,544
40504 - ILLEGAL CONNECTION REIMBURSEMENT	40504-OTHER--	ILLEGAL CONNECTION REIMBURSEME	4,000	4,000	4,000	4,000	4,000	4,000
40505 - SEWER LATERAL REIMBURSEMENT	40505-OTHER--	SEWER LATERAL REIMBURSEMENT	50,000	50,000	50,000	50,000	50,000	50,000
40506 - OVERHEAD SEWER REIMBURSEMENT	40506-OTHER--	OVERHEAD SEWER REIMBURSEMENT	10,500	10,500	10,500	10,500	10,500	10,500
40514 - SANITARY PLANNING AND GIS	40514-PLANNING--	GIS PLANNING SANITARY	240,000	-	-	-	-	-
40515 - PUBLIC SANITARY SEWER GAPS STUDY	40515-PLANNING--	SEWER GAPS STUDY	-	175,000	-	-	-	-
49204 - FUND 204 - CIP	49204-52999--	OTHER SERVICES	16,257	17,193	17,691	18,024	18,732	19,314
	49204-GENTFR--	TRANSFER TO GENERAL FUND	878,447	1,042,558	930,167	957,142	984,899	1,010,750
	49204-VERFTFR--	TRANSFER TO VERF	4,097	4,179	4,378	4,505	4,635	4,772
<b>MAINTENANCE PROGRAMS</b>								
40500 - SANITARY SEWER MISC. REPAIRS	40500-CONST--	SANITARY SEWER IMPROVEMENTS	225,869	250,000	260,000	270,400	281,216	292,465
40510 - SANITARY SEWER TELEVISIONING	40510-CONST--	SANITARY TELEVISIONING	-	240,000	249,600	259,584	269,967	280,766
<b>CAPITAL PROJECTS</b>								
40511 - SANITARY SEWER LINING	40511-CONST--	SANITARY SEWER LINING	200,000	320,000	240,000	249,600	259,584	269,967
40512 - SANITARY SEWER RECONSTRUCTION	40512-CONST--	SEWER RECONSTRUCTION	105,351	-	-	-	-	-
40513 - CARLE SANITARY SEWER	40513-PLANNING--	CARLE SANITARY PLANNING	52,100	-	-	-	-	-
	40513-CONST--	CARLE SANITARY CONSTRUCTION	2,200	-	-	-	-	-
ARPA LATERAL LINING	ARP-24	ARPA LATERAL LINING	-	130,000	1,166,000	-	-	-
<b>TOTAL EXPENSE</b>			<b>1,862,096</b>	<b>2,318,105</b>	<b>3,008,452</b>	<b>1,901,354</b>	<b>1,962,657</b>	<b>2,023,078</b>
<b>Net Revenue / (Expense)</b>			<b>(356,528)</b>	<b>(614,073)</b>	<b>(251,125)</b>	<b>(286,382)</b>	<b>(323,686)</b>	<b>(359,746)</b>
<b>Beginning Fund Balance</b>			<b>1,523,361</b>	<b>1,166,833</b>	<b>552,760</b>	<b>301,635</b>	<b>15,253</b>	<b>(308,433)</b>
<b>Ending Fund Balance</b>			<b>1,166,833</b>	<b>552,760</b>	<b>301,635</b>	<b>15,253</b>	<b>(308,433)</b>	<b>(668,179)</b>

**331 - COMMUNITY DEV GRANTS FUND PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>OPERATIONS</b>								
40120 - CDBG TRAFFIC STUDIES	40120-PLANNING--	PLANNING	18,525	-	-	-	-	-
<b>MAINTENANCE PROGRAMS</b>								
40170 - CDBG SIDEWALKS	40170-PLANNING--	PLANNING & CONSTRUCTION	70,657	40,000	40,000	40,000	40,000	40,000
	40170-CONST--	CONSTRUCTION	373,612	160,000	160,000	160,000	160,000	160,000
<b>CAPITAL PROJECTS</b>								
40174 - CDBG STREET LIGHTING	40174-PLANNING	PLANNING	-	15,000	15,000	15,000	15,000	15,000
	40174-CONST	CONSTRUCTION	-	135,000	135,000	135,000	135,000	135,000
40800 - CITY FACILITY IMPROVEMENT	40800-CONST-DCEO	CONSTRUCTION	-	1,500,000	-	-	-	-
<b>TOTAL EXPENSE</b>			<b>462,794</b>	<b>1,850,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>

**343 - TIF 4 (CUNNINGHAM AVE.) PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>OPERATIONS</b>								
40176 - TIF 4 MISC. TRAFFIC STUDIES	40176-PLANNING	PLANNING	-	200,000	-	-	-	-
<b>MAINTENANCE PROGRAMS</b>								
40177 - TIF 4 SIDEWALKS	40177-PLANNING	PLANNING & CONSTRUCTION	-	300,000	300,000	300,000	-	-
40178 - TIF 4 STREET LIGHTING	40178-PLANNING	PLANNING & CONSTRUCTION	-	165,000	165,000	165,000	-	-
40179 - TIF 4 STREET PATCHING	40179-PLANNING	PLANNING & CONSTRUCTION	-	100,000	100,000	100,000	-	-
<b>CAPITAL PROJECTS</b>								
40172 - COUNTRY CLUB & PERKINS	40172-PLANNING-TIF4	PLANNING & CONSTRUCTION	-	56,667	610,000	-	-	-
40180 - TIF 4 INTERSECTION IMPROVEMENTS	40180-PLANNING	PLANNING & CONSTRUCTION	-	-	200,000	200,000	-	-
<b>TOTAL EXPENSE</b>			<b>-</b>	<b>821,667</b>	<b>1,375,000</b>	<b>765,000</b>	<b>-</b>	<b>-</b>

**344 - CENTRAL TIF PLAN**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>CAPITAL PROJECTS</b>								
40175 - CENTRAL TIF DOWNTOWN SIDEWALKS	40175-PLANNING-TIFC	PLANNING & CONSTRUCTION	-	100,000	-	-	-	-
40169 - BONEYARD CREEK LIGHTING	40169-PLANNING-TIFC-	PLANNING	48,950	9,000	-	-	-	-
	40169-CONST-TIFC-	CONSTRUCTION	-	150,000	-	-	-	-
<b>TOTAL EXPENSE</b>			<b>48,950</b>	<b>259,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**500 - PARKING FUND**

PROJECT	PROJECT STRING	DESCRIPTION	FY23 Est.	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	FY28 Plan
<b>MAINTENANCE PROGRAMS</b>								
40700 - PARKING GARAGE REHAB	40700-CONST	GARAGE REHAB/IMPROVEMENTS	20,000	50,000	-	-	-	-
<b>CAPITAL PROJECTS</b>								
40701 - METER INFRASTRUCTURE	40180-PLANNING	PLANNING & CONSTRUCTION	280,000	-	-	-	-	-
<b>TOTAL EXPENSE</b>			<b>300,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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

**TO:** Mayor Marlin & Urbana City Council

**FROM:** Kimberly I. Smith, Community Services Development Director  
Nicholas P. Hanson, Building Official

**DATE:** 06-26-2023

**SUBJECT:** Ordinance adopting the International Code Council's 2021 Code Series

**Description**

The City Council is asked to approve the proposed Adopting Ordinance for the City of Urbana's adoption of the 2021 *International Code Series*. This ICC code series will supersede and replace the 2009 ICC Code series, which was adopted by the City in 2011.

**Summary**

The 2021 *International Code Series* (ICC) code series was reviewed by the Building Safety Code Board of Appeals on March 22, 2023 and the Urbana City Council Committee of the Whole on June 20, 2023 forwarded to the City Council.

At the request of Council, the following changes were made after the presentation to the Committee of the Whole on June 20, 2023:

**Sec. 5-3. Other Referenced Codes and Ordinances.** Nothing in the adoption of the codes set forth above shall be construed to exempt any building or structure, or portion thereof, or occupancy or use thereof, from compliance with any and all other applicable codes and ordinances of the City of Urbana, Illinois. Wherever in the Building Code there is a conflict with the Zoning Ordinance of the City, the provisions of the Zoning Ordinance shall apply.

**PM-109.4 Violations:** The Code Official, or designee, shall impose a penalty for failure to comply with any of the deadlines set forth in PM-109.2.1, Deadlines for Compliance with Code Violations. Such penalties shall be imposed by the issuance of a "Failure to Comply Ticket."

**EXCEPTIONS:**

1. The Code Official or designee has concerns for their personal safety while attempting to complete the reinspection(s).

2. The property owner, manager or contractor has concerns for their personal safety while inspecting or completing the required repairs.
3. The Code Official or designee has verified that the tenant has interfered with the property owner's ability to complete the work by the required deadline.
4. The Code Official or designee has verified that a legitimate delay exists in the ability to engage the necessary contractor to complete the repair.
5. The Code Official or designee has verified that necessary equipment or parts is/are not available to complete the repair work.
6. The property owner, manager or contractor is unable to perform repairs due to inclement weather.
7. An extension for the repairs has been approved by the Code Official or designee.

**PM-605.1.1 Outlet Extensions:** The use of extension cords and outlet multipliers are prohibited.

**EXCEPTIONS:**

1. Temporary use, when sized appropriately.
2. Devices with circuit/overload protection.

### Recommendation

In addition to City staff recommending approval, the Urbana Building Safety Code Board of Appeals met and recommended APPROVAL of the proposed Adopting Ordinance.

### Attachments

1. Adopting Ordinance



## 2021 ICC Model Codes ADOPTING ORDINANCE

Article I	General	3
Article II	Building Official	5
Article III	Board of Appeals	7
Article IV	Building Code	9
Article V	Residential Code	15
Article VI	Electrical Code	21
Article VII	Plumbing Code	35
Article VIII	Mechanical Code	39
Article IX	Property Maintenance Code	43
Article X	<i>Reserved</i>	57
Article XI	Flood Hazard Areas	59
Article XII	Mobile Home Parks and Mobile Homes	81
Article XIII	Fire Prevention Code	91





## ARTICLE I – GENERAL

**Sec. 5-1. Reserved.**

**Sec. 5-2. Definitions.**

Whenever the words "municipality" or "City" are used in this Ordinance or in any adopted code, they shall be held to mean the City of Urbana, Illinois.

The intent of this Ordinance shall be that the requirements and applicability of the codes referenced in this Ordinance shall be based upon the use group classifications, definitions, and construction types as designated in those codes as modified by this ordinance. Classifications, definitions, and occupancy types from other codes such as NFPA and/or the Zoning Ordinance shall not be used when determining requirements from the codes referenced by this Ordinance.

**Sec. 5-3. Other Referenced Codes and Ordinances.** Nothing in the adoption of the codes set forth above shall be construed to exempt any building or structure, or portion thereof, or occupancy or use thereof, from compliance with any and all other applicable codes and ordinances of the City of Urbana, Illinois. Wherever in the Building Code there is a conflict with the Zoning Ordinance of the City, the provisions of the Zoning Ordinance shall apply.

**Sec. 5-4. Contractor Bonds for Right-of-Way Damage.** All contractors or other persons doing or proposing to do work in the City of Urbana, which work may reasonably be expected to cause any physical disturbance of the public right-of-way including but not limited to any excavation, shall in addition to permits required under Chapter 5 (if necessary) obtain a right-of-way permit from the City Engineer. Before the said right-of-way permit may be issued, the contractor or other person must post a bond as set forth under Section 20-409 of the Urbana Code of Ordinances.

**Sec. 5-5. Additions, Modifications, Deletions, and Substitutions.** Where the following words precede the sections and subsections of the Codes hereinafter adopted they shall have the meanings set forth below:

"ADD" means that such provision is thereby added to and made a part of the Code indicated as though fully set forth therein at the referenced section.

"AMEND" (see "MODIFY").

"DELETE" means that such provision deletes the referenced section from the code referenced.

"MODIFY" means that such provision amends the referenced section of the code referenced to read as provided and that such provision is added to and made a part of such code as though fully set forth at the referenced section number.

"SUBSTITUTE" means that provision is substituted in place of the referenced section and is made a part of the code referenced.

**Secs. 5-6 - 5-10. Reserved.**



## **ARTICLE II – BUILDING OFFICIAL**

**Sec. 5-11. Offices created.** There is hereby created the office of the Building Official. The Building Official shall be hired by the applicable governing authority and certified through a recognized certification program.

**Sec. 5-12. Duties.** The duties of the Building Official shall be as follows:

1. The Building Official of the City of Urbana shall issue all building permits and carry on all duties of the Building Official as such term is used elsewhere in City ordinances.
2. The Building Official shall hire such number of inspectors, assistants and other employees as authorized by the jurisdiction. Inspectors or plans examiners shall be certified through a recognized certification program for the appropriate trade(s).
3. The Building Official shall perform other such duties as prescribed by the Mayor or City Council from time to time.

**Secs. 5-13 – 5-20. Reserved.**





## **ARTICLE III – BOARD OF APPEALS**

**Codes That May Be Appealed:** Appeals involving the following codes (and other Codes incorporated therein) shall be made to the Building Safety Code Board of Appeals:

- 2021 *International Building Code*
- 2021 *International Existing Building Code*
- 2021 *International Residential Code*
- 2021 *International Mechanical Code*
- 2021 *International Fire Code*
- 2021 *International Plumbing Code*
- 2021 *International Fuel Gas Code*
- 2021 *International Property Maintenance Code*
- 2020 *National Electrical Code*

**Limitations of authority:** An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equivalent or better form of construction is proposed. The board shall not have authority to waive requirements of this code or interpret the administration of this code.

**Time Limit for Appeals:** An appeal of a legal notice or order by a Building Official or the Fire Official must be made within 15 days of receipt of such notice.

**Administration:** The Building Official shall take immediate action in accordance with the decision of the board.

**Membership Qualifications of the Building Safety Code Board of Appeals:** The Building Safety Code Board of Appeals shall be comprised of five (5) members who are not employees of the jurisdiction, including at least: one licensed electrician or electrical engineer; one licensed plumber or mechanical engineer; one architect; and one building contractor. The members shall be appointed by the Mayor, with approval of the City Council, for a term of five years, with the initial terms staggered.

**Alternate Members:** In addition to the members herein referred to, the Mayor shall initially appoint two alternate members and approved of the City Council. Such alternate members shall serve on the Board with the same powers and privileges as regular members when present at a meeting of the Board in place of an absent regular member. The alternate members so appointed shall serve for a term of five years. There are no specific trade requirements for alternate members.

**Chair of Board and Board Rules:** One member shall serve as Chair, and the Building Official shall keep a detailed record of all proceedings on file in the Building Safety Division. The Board shall enact rules and by-laws under which it shall operate. The Board shall elect a temporary chair in the absence of the appointed chair.

**Disqualification of Member:** A member shall not hear an appeal in which that member has any personal, professional, or financial interest.

**Notice of Meeting:** The Board shall meet upon notice by the Chair or the Building Official within 30 working days of filing of an appeal or at stated periodic meetings if arranged by the volume of work.

**Open Meetings:** All hearings shall be open to the public. The appellant, the appellant's representative, the Official of the jurisdiction, and any other person whose interests may be affected by the matter on appeal, shall be given an opportunity to be heard at the meeting in which the appeal is heard.

## ARTICLE IV – BUILDING CODE

**Sec. 5-21. Adoption of the 2021 *International Building Code*.** The 2021 *International Building Code* as promulgated and published by the International Code Council, Inc., is hereby adopted as the Building Code of the City of Urbana, Illinois; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions, and terms of the said *International Building Code* are hereby referred to, adopted, and made a part hereof, with the additions, insertions, deletions, and changes prescribed in Section 5-23.

**Sec. 5-22. Effect of State Law.** The adoption of the 2021 *International Building Code* herein pursuant to home rule powers is not intended to negate any state statute on the same subject except insofar as the article imposes a more stringent requirement or standard than does the state statute. Where differences occur between common provisions of this Code and any other code or standard referenced by this Code, the provisions of this code shall apply.

**Sec. 5-23. Additions, Amendments, Modifications, Deletions, and Substitutions.** The following sections and subsections of the 2021 *International Building Code* are amended or changed as defined hereinafter:

Section 101.1 entitled "Title," is amended to read as follows:

**Section 101.1 Title:** These regulations shall be known as the Building Code of the City of Urbana, Illinois hereinafter referred to as "this Code".

Section 101.2.1 entitled "Appendices," is amended to read as follows:

101.2.1 Appendices. The following appendixes are hereby ADOPTED as part of this code.

**Appendix H – Signs**

**Appendix I – Patio Covers**

Section 101.4.3 entitled "Plumbing" is amended to read as follows:

**101.4.3 Plumbing.** The provisions of the CURRENT *Illinois Plumbing Code* and the *International Plumbing Code* shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of the *International Private Sewage Disposal Code* shall apply to private sewage disposal systems. . And, where differences occur between the CURRENT *Illinois Plumbing Code*, the *International Plumbing Code* or any other code or standard referenced by this Adopting Ordinance, the provisions of the CURRENT *Illinois Plumbing Code* shall take precedence.

Section 101.4.6 entitled "Energy" is amended to read as follows:

**Section 101.4.6 Energy:** The provisions of the CURRENT *International Energy Conservation Code* as adopted by the State of Illinois shall apply to all matters governing the design and construction of buildings for energy efficiency.

Section 101.4.8 entitled "Electrical" is added to read as follows:

**Section 101.4.8 Electrical:** The provisions the 2020 *National Electrical Code* shall apply to additions, alterations, renovations and repairs to electrical systems and equipment shall conform to that required for new electrical systems and equipment. Additions, alterations and repairs shall not cause existing electrical systems or equipment to become unsafe, hazardous or overloaded.

Minor additions, alterations, renovations and repairs to existing electrical systems and equipment shall meet the provisions for new construction, except where such work is performed in the same manner and arrangement as was in the existing system, is not hazardous and is approved.

Section 103.1 entitled "Creation of Enforcement Agency" is amended to read as follows:

**Section 103.1 Creation of Enforcement Agency:** The Building Safety Division is hereby created and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

Section 103.2 entitled "Appointment" is amended to read as follows:

**Section 103.2 Building Official.** Wherever the terms "Code Official", "Administrative Authority" or "Building Official" are used in this Article or in codes and standards referenced by this Article, they shall be held to mean the Building Official of the Building Safety Division of the City of Urbana, Illinois, Community Development Services Department as detailed in Article II of this Adopting Ordinance.

Section 104.8 entitled "Liability," is amended to read as follows:

**Section 104.8 Liability:** The Building Official or designee, Officers, members of the Building Safety Code Board of Appeals, or employees charged with the enforcement of this Code, while acting for the municipality, shall not thereby render themselves liable personally, and they are hereby relieved from all personal liability for any damage that may occur to persons or property as a result of any act required or permitted in the discharge of their official duties.

Section 104.8.1 entitled "Legal Defense," is amended to read as follows:

**Section 104.8.1 Legal Defense:** Any suit instituted against any officer or employee because of an act performed by them in the lawful discharge of their duties and under the provisions of this Code, or any amendment thereto, shall be defended by a legal representative of the City until the final termination of the proceedings. The Building Official or any subordinates shall not be liable for costs in any action, suit, or proceeding that may be instituted in pursuance of the provisions of this Code; and any officer of the Department of Community Development Services, acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of official duties in connection therewith.

Section 105.2 entitled "Work exempt from permit" is amended as follows:

Items #1 and #2 under Building are DELETED.

Section 105.3.3 entitled "Noxious Odor Abatement Plan," is added and reads as follows:

**Section 105.3.3 Noxious Odor Abatement Plan:** Where plans filed with a building permit application for new construction or additions to facilities emitting a noxious odor beyond that of normal mechanical systems for the facility operation, the Building Official may require a Noxious Odor Abatement Plan to be filed by the owner which shall indicate the methods proposed to be used to minimize such emissions. The plan shall utilize the best available technology for reducing odors consistent with industry standards. If the structure is then built, the noxious odor abatement plan shall be implemented as proposed.

Section 105.8 entitled "Unused Building Materials," is added and reads as follows:

**Section 105.8 Unused Building Materials:** When a permit becomes invalid or is voided for any reason, all building materials not stored within a building or permanent structure shall be removed from the job site. Section 107.3.1 entitled "Approval of Construction Documents," is amended to read as follows:

Section 107.3.1 entitled "Approval of Construction Documents," is amended to read as follows:

**Section 107.3.1 Approval of Construction Documents:** A complete set of the approved plans shall be kept at the job site at all times, and immediately available to the Building Official or a duly authorized representative at all times.

Section 109.2 entitled "Schedule of Permit Fees," is amended to read as follows:

**Section 109.2 Schedule of Permit Fees:** Where a permit is required, a fee for each permit shall be paid as required, in accordance with the Schedule of Fees as established in Chapter 14 in the City of Urbana Code of Ordinances.

Section 109.6 entitled "Refunds" is DELETED.

Section 113 entitled "Means of Appeals," is amended to read as follows:

**Section 113 Means of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this Adopting Ordinance.

Section 114.4 entitled "Violation Penalties," is amended as follows:

**Section 114.4 Violation Penalties:** Any person who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, or repair a building or structure in violation of an approved plan or directive of the Building Official, or of a permit or certificate issued under the provisions of this Code, shall be guilty of an offense and subject to a fine as set forth in Section 1-10(k) of the City of Urbana Code of Ordinances. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate offense.

Section 115.4 entitled "Failure to comply," is amended to read as follows:

**Section 115.4 Failure to Comply:** Any person who shall continue any work in or about the structure after having been served with a "stop work" order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to the penalties as prescribed in Section 114.4.

Section 116.4 entitled "Method of Service," is amended to read as follows:



**Section 116.4 Method of Service:** Such notice shall be deemed properly served where a copy thereof is served in accordance with one of the following methods:

1. A copy thereof is delivered to the owner personally.
2. A copy thereof is mailed to the owner by regular, first-class U.S. mail, postage prepaid.
3. A copy thereof is posted in a conspicuous place on the premises where the violation exists.

If the notice is served by mailing or posting, the service shall be deemed effective on the third day after mailing or posting. Service of such notice in the foregoing manner on the owner's authorized agent shall constitute service of notice on the owner.

Section 907.9 entitled "Acceptance Testing," is added and reads as follows:

**Section 907.9 Acceptance Testing:** All fire protection systems shall be tested in the presence of and shall be approved by the Building Official and the Fire Official (or their authorized agents). Where supervision of a system is required, no more than 90 seconds shall elapse between the time that a fire protection system device activates and notification is received by the local fire dispatching jurisdiction.

Section 1102.1 entitled "Design" is amended to read as follows:

**Section 1102.1 Design:** Buildings and facilities shall be designed and constructed to be accessible in accordance with this code, ICC A117.1, the CURRENT ADA Standards for Accessible Design and the CURRENT *State of Illinois Accessibility Code*.

Section 1301.1.1 entitled "Criteria" is amended as follows:

**Section 1301.1.1 Criteria:** Buildings shall be designed and constructed in accordance with the CURRENT *International Energy Conservation Code* as adopted by the State of Illinois.

Section 1809.5.1 entitled "Frost Line," is amended and reads as follows:

**Section 1809.5.1 Frost Line:** The minimum frost line depth design shall be 32 inches below grade.

Section 3103.3 entitled "Location," is amended to read as follows:

**Section 3103.3 Location:** Temporary structures shall be located with an accessible unoccupied open space around the perimeter having a minimum width of 30 feet from any and all other buildings or structures.

Section 3201.5 entitled "Approval," is added and reads as follows:

**Section 3201.5 Approval:** Any encroachment into the public right-of-way must be approved by the City Engineer or designee.

Section 3303.8 entitled "Contractors Bond," is added and reads as follows:

**Section 3303.8 Contractors Bond:** All contractors or other persons proposing to do work requiring a demolition permit from the City of Urbana shall be subject to the requirements of Article I, Section 5.4 of this Ordinance.

Contractors posting surety bonds on City contracts shall not be required to post any additional contractor bond, provided that such bond provides comparable coverage for the work undertaken.

Section 3303.9 entitled "Requirements for Demolition," is added and reads as follows:

**Section 3303.9 Requirements for Demolition:** All demolition work shall be carried out in accordance with the following specifications:

1. All non-common foundation walls and other below grade structures shall be completely demolished and removed. All materials shall be removed from basement or cellar activities and concrete floors shall be broken up and removed. All putrescible materials shall be removed.
2. Backfilling: No demolition materials, wood, frozen materials, or putrescibles may be used for backfill.
3. Finish grading: After backfilling the contractor shall finish grade the site. Finish grading shall be mounded approximately twelve (12) inches above existing grade in the center of the excavation  
**EXCEPTION:** The excavation abuts an existing building. Finish grading shall then be designed to prevent the ponding of water.
4. Dust control: During demolition work the contractor shall take reasonable steps to eliminate dust. Any water spraying, etc. shall be at the contractor's expense.

Section 3303.10 entitled "Abandoned Driveways," is added and reads as follows:

**Section 3303.10 Abandoned Driveways:** All abandoned drive accesses and curb cuts to the property must be removed and/or effectively closed to prevent illegal parking on the City right-of-way and/or the vacant lot. A right-of-way permit is required for work in the right-of-way.

**Case #1:** Abandoned drives from streets with curb and gutters; drive must be removed and curb and gutter installed.

**Case #2:** Abandoned drives from streets without curb and gutters; drive must be removed; appropriate barrier installed, and grass re-established in the former drive access area.

**Case #3:** The City Engineer may waive removal of a drive to a vacant lot, approval must be obtained in writing and provided to the Division of Building Safety.

Section 3303.11 entitled "Utilities," is added and reads as follows:

**Section 3303.11 Utilities:** Prior to the demolition of any structure, arrangements shall be made for the disconnection and/or retirement of all utilities. All sanitary and storm sewers shall be disconnected and plugged in accordance with the standards as determined by the Plumbing Official and the Urbana Engineering Division.

Appendix H entitled "Signs," is ADOPTED and reads as follows:

Section H101.2 entitled "Signs exempt from permits," is deleted and replaced with "Sign Permits" as follows:

**Section H101.2 Sign Permits:** All signs shall comply with the CURRENT Zoning Ordinance.

**Section H105.1.1 Owner's Consent:** The written consent of the owner or lessor of the premises upon which the sign is to be erected may be required.

Section H105.2 entitled "Permits, drawings and specifications," amended as follows:

**Section H105.2 Permits, drawings and specifications:** Construction documents shall be required for sign permits. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

Section H105.7 entitled "Alterations," is added and reads as follows:

**Section H105.7 Alterations:** A sign shall not be enlarged or relocated except in conformity to the provisions of this code for new signs, nor until a proper permit has been secured. The changing of movable parts of an approved sign that is designed for such changes, or the repainting or reposting of display matter, shall not be deemed an alteration, provided the conditions of the original approval and the requirements of CURRENT Zoning Ordinance are not violated.

Section H105.8 entitled "Inspections," is added and reads as follows:

**Section H105.8 Inspections:** Every sign shall be subject to the inspection and approval of the Building Official or designee.

**Section H105.8.1 Unsafe and Unlawful Signs:** When any sign becomes insecure, in danger of falling, or otherwise unsafe, or if any sign shall be unlawfully installed, erected, or maintained in violation of any of the provisions of this code, the owner thereof or the person or firm maintaining same shall upon written notice of the Building Official, forthwith in the case of immediate danger and in any case within not more than ten days, make such sign conform to the provisions of this article or shall remove it. If within ten days the order is not complied with, the Building Official may remove such sign at the expense of the owner or lessee thereof as provided in Section 115.

**Section H105.8.2 Removal:** The Building Official may order the removal of any sign that is not maintained in accordance with the provisions of this article.

**Section H105.8.3 Maintenance:** All signs, their supports, braces, guys, and anchors, shall be kept in repair in accordance with the provisions of this Appendix and Chapter 1. When not galvanized or constructed of approved corrosion-resistant noncombustible materials, signs shall be painted when necessary to prevent corrosion.

**Appendix I – Patio Covers** is ADOPTED as part of this code.

**Secs. 5-24 - 5-30. Reserved.**

## **ARTICLE V – RESIDENTIAL CODE**

**Sec. 5-31. Adoption of the 2021 International Residential Code** for One- and Two-Family Dwellings. The *International Residential Code* for One- and Two-Family Dwellings as promulgated and published by the International Code Council, and referenced in Section 101.2 of the 2021 *International Building Code*, is hereby adopted as the Residential Code of the City of Urbana, Illinois; for the control of one- and two-family detached dwellings of less than four stories in height as herein provided; and each and all of the regulations, provisions, conditions, penalties, and terms of the said 2021 *International Residential Code* for One- and Two-Family Dwellings are hereby referred to, adopted, and made a part hereof, with the additions, insertions, deletions, and changes prescribed in Section 5-33.

**Sec. 5-32. Effect of State Law.** The adoption of the 2021 *International Residential Code* for One- and Two-Family Dwellings herein pursuant to home rule powers is not intended to negate any state statute on the same subject except insofar as the Article imposes a more stringent standard or requirement than does the state statute.

**Sec. 5-33. Additions, Modifications, Deletions, and Substitutions.** The following sections and subsections of the 2021 *International Residential Code* for One- and Two-Family Dwellings are amended or changed as defined in Article I, Section 5 of this Ordinance.

Section R-101.1 entitled “Title” is amended to read as follows:

**R-101.1 Title:** These provisions shall be known as the Residential Code for One- and Two-family Dwellings for the City of Urbana, Illinois, and shall be cited as such and will be referred to herein as “this code.”

Section R-101.2.1 entitled “Restrictions” is added and reads as follows:

**Section R-101.2.1 Restrictions:** Manufactured and Mobile Homes are restricted by the Zoning Ordinance and Article XII of Chapter 5 of this Code to approved mobile home parks.

Section R-102.5 Appendices: The following appendixes are hereby ADOPTED as part of this code.

- Appendix AF – Radon Control Methods**
- Appendix AH – Patio Covers**
- Appendix AJ – Existing Building and Structures**
- Appendix AO – Automatic Vehicle Gates**
- Appendix AQ – Tiny Houses**
- Appendix AS – Strawbale Construction**
- Appendix AT – Solar-Ready Provisions—Detached One- and Two-Family Dwellings and Townhouses**
- Appendix AW – 3-D-Printed Building Construction is ADOPTED as part of this code.**
- Appendix AY – Visitability**

Section R-103.2 entitled “Appointment” is amended and reads as follows:

**Section R-103.2 Building Official:** Wherever the terms "Code Official", "Administrative Authority" or "Building Official" are used in this Article or in codes and standards referenced by this Article, they shall be held to mean the Building Official of the Building Safety Division of the

City of Urbana, Illinois, Community Development Services Department as detailed in Article II of this Adopting Ordinance.

Section R-105.2 entitled, "Work exempt from Permit" is amended and reads as follows:

**Section R-105.2 Work exempt from Permit:** Exceptions 1, 2 and 10 are deleted.

Section R-112 entitled "Board of Appeals," is amended to read as follows:

**Section R-112 Board of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this Adopting Ordinance.

Section R-113.2.1 entitled, "Service of Notices," is added and reads as follows:

**Section R-113.2.1 Service of Notices:** Such notice shall be deemed to be properly served, where a copy thereof is served in accordance with one of the following methods:

1. A copy thereof is delivered to the owner personally.
2. A copy thereof is mailed to the owner by regular, first-class U.S. mail, postage prepaid.
3. A copy thereof is posted in a conspicuous place on the premises where the violation exists.

If the notice is served by mailing or posting, the service shall be deemed effective on the third day after mailing or posting. Service of such notice in the foregoing manner on the owner's authorized agent shall constitute service of notice on the owner.

Section R-113.4 entitled, "Violation Penalty" is amended to read as follows:

**Section R-113.4 Violation Penalties:** Any person who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, or repair a building or structure in violation of an approved plan or directive of the Building Official, or of a permit or certificate issued under the provisions of this Code, shall be guilty of an offense and subject to a fine as set forth in Section 1-10(k) of the City of Urbana Code of Ordinances. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate offense.

Table R-301.2 (1) entitled, "Climatic and Geographic Design Criteria," is amended as follows:

**Ground Snow:** 20 pounds per square foot.

**Wind Speed:** Minimum design wind speed shall be 107 mph 3 second gust.

**Seismic Zone:** Seismic zone shall be zone "B".

**Weathering:** Weathering index shall be "Severe."

**Winter Design Temperature:** Four degrees below zero (-4).

**Frost Line Depth:** 32 inches below grade minimum.

**Termite:** The jurisdiction is subject to moderate to heavy termite damage.

**Decay:** The jurisdiction is subject to moderate decay damage.

**Ice Shield Underlayment:** Ice shield underlayment is required.

**Flood Hazard:** The jurisdiction entered into National Flood Insurance Program on July 16, 1980 and the currently effective FIRM and FBFB maps are dated October 02, 2013.

**Air Freezing Index:** Air freezing index is 1265.

**Mean Annual Temperature:** 51.9 degrees Fahrenheit.

Section R-313.2 entitled "One- and two-family dwellings automatic fire systems is amended to read as follows:



**Section R-313.2 One- and two-family dwellings automatic fire systems.** An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings over 6,000 gross square feet.

**EXCEPTION:** An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system.

Section M-1408 entitled "Vented Floor Furnace" is DELETED in its entirety.

Section M-1601.1.1(3) entitled "Above Ground Duct Systems" is amended to read as follows:

**Section M-1601.1.1 Above Ground Duct Systems:** 3. Fibrous glass air ducts (duct board) is NOT permitted in any use group.

Section M-2406.2 (7) entitled, "Prohibited Locations," is added and reads as follows:

**Section M-2406.2 (7) Prohibited Locations:** A vented decorative appliance, vented wall furnace, or space heater shall not be located under a stairway and shall not be installed as a central heating system. Such equipment shall not serve as the primary source of heat in a dwelling unit unless otherwise approved by the Building Official.

Section M-2433 entitled, "Log Lighters," is DELETED in its entirety.

Section G2437 entitled "Floor Furnace" is DELETED in its entirety.

Section P2601.1 entitled, "Scope," is amended and reads as follows:

**Section P2601.1 Scope:** The installation of plumbing, appliances, and equipment shall comply with the more stringent provisions of this code, *International Plumbing Code* or the *CURRENT Illinois Plumbing Code*.

#### **Appendix AF – Radon Control Methods**

AF101.1 entitled "General," is amended to read as follows:

**AF101.1 General:** All buildings and radon control systems shall be designed and constructed to meet the minimum of the State of Illinois Radon Resistant Construction Act. [420 ILCS52]

AF102 entitled "Definitions," is DELETED in its entirety.

AF103 entitled "Requirements," is DELETED in its entirety.

AF104 entitled "Testing," is DELETED in its entirety.

**Appendix AH – Patio Covers** is ADOPTED as part of this code.

**Appendix AJ – Existing Building and Structures** is ADOPTED as part of this code.

**Appendix AO – Automatic Vehicle Gates** is ADOPTED as part of this code.

AO103.2.1 entitled "Emergency Access for Vehicle Gates" is added and reads as follows:

**Section AO103.2.1 Emergency Access for Vehicle Gates:** All electrically operated gates, doors or barriers used for vehicle access shall be equipped with a “Click2Enter” type sensor compatible with the current 800 mhz radio system used by METCAD in Champaign County and a secondary gate key switch if required by the Fire Code Official. The gate key switch shall be compatible with the requirements of Section F-506.1 of this code. These devices and their installation locations shall be approved by the Fire Code Official.

**Appendix AQ – Tiny Houses** is ADOPTED as part of this code.

**Appendix AS – Strawbale Construction** is ADOPTED as part of this code.

**Appendix AT – Solar-Ready Provisions—Detached One- and Two-Family Dwellings and Townhouses** is ADOPTED as part of this code.

**Appendix AW – 3-D-Printed Building Construction** is ADOPTED as part of this code.

Appendix AY entitled “Visitability” is added and reads as follows:

**Appendix AY “Visitability”:**

**Section AY-101 Scope:** The provisions of this Appendix require visitability features in new construction of one and two family dwellings funded with financial assistance originating from or flowing through the City of Urbana and shall be in addition to the other requirements of this code.

**Section AY-102 Definitions**

**Public Funds** means funds subject to the control or regulation of the City of Urbana, Illinois or any of its officers in their official capacity, except pension.

**Financial Assistance** means providing public funds intended to be used for paying for labor or materials in the construction of a new single-family or two-family structure. It also includes use of public funds to acquire the parcel of land or the donation of the parcel of land owned by the City, on which a new single-family or two-family structure is to be constructed. Such financial assistance shall not include infrastructure, sanitary or storm sewer or other public infrastructure improvements.

**Section AY-103 Applicability:** For the purpose of this Section “new construction” shall include the construction of a NEW single family or duplex dwelling on a vacant lot. It shall not include additions to or remodeling of existing buildings. Such financial assistance shall include funds only used for the purchase of land or the donation of land from the City used to construct structures governed by this Appendix. It shall also include funds used for the actual construction of the governed structures, but shall not include infrastructure installation such as sanitary or storm sewers, streets or other costs.

If public funds are utilized to upgrade a particular element(s) of a structure for hazard mitigation, such as higher wind resistance, tornado shelters or other similar features, it shall not in and of itself, require the building to meet the requirements of this Section.

**Section AY-104 Visitability Features:**

**AY-104.1 No step entrance:** There shall be at least one entrance (front, side, rear, or through the garage) which has no steps and is served by walks and/or ramps meeting the specifications of Section AM-104.2.

**AY-104.2 Visitable Route:** The required no step entrance shall be accessed via a visitable route that shall meet the following criteria.

**AY-104.2.1 Grade:** Sidewalks and ramps shall comply with the CURRENT *Illinois Accessibility Code*.

**AY-104.2.2 Width:** The visitable route shall have a minimum clear width of 36 inches.

**AY-104.2.3 Landings:** Landings in a visitable route shall meet the requirements of the CURRENT *Illinois Accessibility Code*.

**AY-104.2.4 Surfaces:** Surfaces shall be non-slip.

**AY-104.2.5 Drainage cross slope:** Cross slope shall be no greater than 1/48.

**AY-104.3 Doors/Opening:** All doors or openings shall have a minimum net clear width of 32".

**EXCEPTION:** Doors to closets with an area of 15 square feet shall be excluded from this requirement.

**AY-104.4 Bathroom Walls:** Each bathroom or other room containing a toilet, bathtub, shower stall, or shower seat shall have reinforcing in the walls to allow for future installation of grab bars around those fixtures.

**AY-104.5 Corridors:** Corridors shall be at least 36 inches in width.

#### **AY-104.6 Environmental Controls**

**AY-104.6.1 Wall Electrical Outlets:** Wall electrical outlets shall be mounted at least 15 inches above the finished floor.

**AY-104.6.2 Light Switches, Thermostats and Other Controls:** Light switches, thermostats and other control devices shall be mounted no higher than 48 inches above the finished floor.

**Section AY-105 Waivers:** In cases where site conditions or other restrictions warrant, waivers from this Section may be granted by majority vote of the Building Safety Code Board of Appeals. If the Board does not reach a favorable recommendation, the waiver is denied and the Board's findings will be the final administrative decision on such a waiver.

**Secs. 5-34 - 5-40. Reserved.**



## **ARTICLE VI – ELECTRICAL CODE**

**Sec. 5-51. Adoption of the *National Electrical Code*.** The 2020 *National Electrical Code* (NFPA 70) as copyrighted by the National Fire Protection Association is hereby adopted and incorporated herein by reference, as if fully set out in this Article, with the additions and changes prescribed hereinafter. Article 80 is specifically exempted.

**Sec. 5-52. Effect of State Law.** The adoption of the 2020 *National Electrical Code* (NFPA 70) herein pursuant to home rule powers is not intended to negate any state statute on the same subject except insofar as this Article imposes a more stringent requirement or standard than does the state statute.

**Sec. 5-53. Amendments, Deletions, and Modifications.** The following additions, deletions, amendments or substitutions, as defined in Article I, Section 5 of this Ordinance, are hereby made to the 2020 *National Electrical Code*.

### **ARTICLE 90 – Administration and Enforcement:**

#### **Section 90-1. General:**

**Title:** This Code shall be known as the Electrical Code of the City of Urbana, Illinois, hereinafter referred to as the “Electrical Code” or “this Code”.

**Scope:** The design, installation, maintenance, alteration, and inspection of the electrical systems shall comply with the requirements of this Code.

**Intent:** This Code shall be construed liberally and justly to insure public health, safety, and welfare insofar as they are affected by the installation and maintenance of electrical systems.

**Electrical Official:** Wherever the terms "Code Official," "Administrative Authority," or "Electrical Official" are used in this Article or in codes and standards referenced by this Article, they shall be held to mean the Electrical Official of the Building Safety Division of the City of Urbana, Illinois, Community Development Services Department.

**Safety:** This Code contains provisions necessary for safety. Compliance therewith and proper maintenance will result in an installation essentially free from hazard, but not necessarily efficient, convenient, or adequate for good service or future expansion of electrical use.

**Non-Instruction:** This Code is not intended as a design specification nor as an instruction manual for untrained persons.

**Liability:** This Code shall not be construed to affect the responsibility or liability of any party owner, operating, controlling, or installing any electrical equipment, for damage to persons or property caused by any defect therein, nor shall the City be held as assuming such liability by reason of the inspection or re-inspection authorized herein or the certificate of approval issued as herein provided, or by reason of the approval or disapproval of any equipment authorized herein.

**Building Safety Code Board of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this adopting code.

**Section 90-2 Applicability:** The provisions of this Code shall apply to the installations and equipment within, on, or around public and private buildings, or other structures, including mobile homes, recreational vehicles, floating buildings, and other premises such as yards, carnival, parking, and other lots and industrial substations.



**Including:**

1. Installation of conductors that connect to the supply of electricity.
2. Installation of other outside conductors on the premises.
3. Installation of optical fiber cable.
4. Certain low voltage installations.

It is the intent that this Code covers all premises wiring or wiring other than utility owned metering equipment, on the load side of the service point of buildings, structures, or any other premises not owned or leased by the utility. Also, it is the intent that this Code covers installations in buildings used by the utility company for purposes such as office buildings, warehouses, garages, machine shops, and recreational buildings which are not an integral part of a generating plant, substation, or control center.

**This Code shall not cover:**

1. Installations in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles.
2. Installations underground in mines.
3. Installations of railways for generation, transformation, transmission, or distribution of power used exclusively for operation of rolling stock or installations used exclusively for signaling and communication purposes.
4. Installations of communication equipment under the exclusive control of communication utilities, located outdoors or in building spaces used exclusively for such installations.
5. Installations under the exclusive control of electric utilities for the purpose of communication, or metering, or for the generation, control, transformation, transmission, and distribution of electric energy located in buildings used exclusively by utilities for such purposes or located outdoors on property owned or leased by the utility or on public highways, streets, roads, etc., or outdoors by established rights on private property.

**Matters Not Provided For:** Any requirements essential for the safe operation of any appliance or electrical system not specifically provided for by this Code shall be determined by the Electrical Official.

**Continuation of Unlawful Use:** It shall be unlawful to install, extend, alter, repair, or maintain electrical systems in or adjacent to buildings except in conformity with this Code.

**Section 90-3 Existing Electrical Systems:**

**Application:** This Code shall apply to existing electrical systems described in this Section.

1. Electrical systems in a building occupied for occupancies or uses other than those for which it was occupied at the time this Code became applicable.
2. Electrical systems in a building moved as specified in Section 90-6.

**Additions or Alterations:** Any addition or alteration, regardless of cost, made to an electrical system shall be made in conformity with applicable regulations of this Code. Where additions or alterations subject parts of existing systems to loads exceeding those permitted herein, such parts shall be made to comply with this Code.

**Existing Use Continued:** Except as otherwise provided in this Code a provision in this Code shall not require the removal, alteration, or abandonment of, nor prevent continued use of, an existing electrical system; provided the system conforms with the codes in existence at the time of its installation.

### **Section 90-4 Repairs and Maintenance:**

**Maintenance:** All electrical systems, both existing and new, and all parts thereof shall be maintained in a safe condition. All devices or safeguards which are required by this Code shall be maintained in good working order.

**Owner Responsibility:** The owner or the owner's designated agent shall be responsible for the maintenance of electrical systems.

**Section 90-5 Demolition:** No building or structure shall be demolished until the electrical service has been properly terminated by the utility company. The Electrical Official may require notification of termination, in writing from the utility company.

**Section 90-6 Moved Structures:** The electrical systems in a building or structure which is to be moved or relocated must comply with the minimum requirements for rewiring existing construction before such building may be occupied, (See Section 120.2 B, C, D, & E).

### **Section 90-7 Approval:**

It shall be unlawful for any person to use any electrical device, apparatus, wiring material, or current limiting device of any kind that does not meet the Standards of Underwriters Laboratories or other approved testing laboratories, listed in Chapter 35 of the 2021 *International Building Code*, Entitled: Referenced Standards, as to safety and adequacy.

The Electrical Official may waive specific requirements in this Code or permit alternate methods, where it is assured that equivalent objectives can be achieved by establishing and maintaining effective safety.

This Code may require new products, constructions, or materials which may not yet be available at the time the Code is adopted. In such event, the authority having jurisdiction may permit the use of the products, construction, or materials which comply with the most recent previous edition of this Code adopted by this jurisdiction.

**Research and Investigations:** The Electrical Official shall require that sufficient technical data be submitted to substantiate the proposed use of any material or assembly, and if it is determined that the evidence submitted is satisfactory proof of performance for the use intended, its use may be approved subject to the requirements of this Code. The costs of all tests, reports, and investigations required under these provisions shall be paid by the applicant.

**Special Permission:** The authority having jurisdiction for enforcing this Code may grant exception for the installation of conductors and equipment not under the exclusive control of the electric utilities and used to connect the electric utility supply system to the service-entrance conductors of the premises served, provided such installations are outside a building or terminate immediately inside a building wall.

**Accepted Industry Practice:** In the absence of provisions not specifically contained in this Code or approved rules, accepted industry practice in respect to material, equipment, or method of installation will serve as the standard for enforcement by the Electrical Official governing electrical installations.

### **Section 90-8 Electrical Official:**

**General:** The Electrical Official of the Building Safety Division of the Department of Community Development Services of the City of Urbana shall be designated the Electrical Official for the purposes of this Code.

**Relief from Personal Responsibility:** The Electrical Official, officer or employee charged with the enforcement of this Code, while acting for the jurisdiction, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of Official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this Code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The Official or any subordinate shall not be liable for costs in any action, suit, or proceeding that may be instituted in pursuance of the provisions of this Code; and any officer of the Office of Electrical Inspection, acting in good faith and without malice, shall be free from liability for acts performed under any of its provisions or by reason of any act or omission in the performance of official duties in connection therewith.

### **Section 90-9 Duties and Powers:**

**General:** The Electrical Official shall enforce all the provisions of this Code relative to the installation, alteration, repair, maintenance, or operation of all electrical systems, devices, and equipment, except as may otherwise be specifically provided for by other requirements or as provided in the following sections.

The provisions of this Code may be modified or waived by special permission, by the Electrical Official where such permission is allowed by a section in this Code.

#### **Application and Permits:**

1. The Electrical Official shall receive applications and issue permits for the installation and alteration of electrical systems and equipment.
2. The Electrical Official shall have the authority to deny issuance of an electrical permit to an applicant who is delinquent in obtaining inspections as required in Section 90-16 or delinquent in compliance with notices and orders.

**Notices and Orders:** The Electrical Official shall issue all necessary notices or orders to remove illegal or unsafe equipment or require repairs or replacement of such equipment.

**Inspections:** The Electrical Official shall make all the required inspections, or may accept reports of inspection by approved services or individuals.

**Rule Making Authority:** The Electrical Official shall have power as may be necessary in the interest of public safety, health, and general welfare to adopt and promulgate rules and regulations to interpret and implement the provisions of this Code to secure the intent thereof and to designate requirements applicable because of local climatic or other conditions. Such rules shall not have the effect of waiving working stresses or fire protection requirements specifically provided in this Code, or of violating approved engineering practice involving public safety.

The Electrical Official is hereby empowered to attach to electrical cabinets and equipment, any Official notice or seal to prevent or permit use of electricity and it shall be unlawful for any other person to put or attach such seal or notice, or to break, change, destroy, tear, mutilate, cover, relocate, or otherwise deface or injure any such official notice or seal posted or duly signed by the Electrical Official.

### **Section 90-10 Permits:**

The Electrical Official shall examine or cause to be examined all applications for permits and amendments thereto within a reasonable time after filing. If the application or the plans do not conform to the requirements of all pertinent laws, such application shall be rejected. If the

Electrical Official is satisfied that the proposed work conforms to the requirements of this Code and all laws and ordinances applicable thereto, a permit shall be issued as soon as practical.

1. No electrical equipment or system shall be altered or installed without first obtaining an electrical permit.

**EXCEPTION:** A permit shall not be required for minor electrical repairs (involving no new work, alterations, or change whatever) that are necessary and incident to the maintenance only in good condition of an established plant, installation or system of wiring. However, this exception does not permit the installation of any new circuits or the extension of any circuits already installed.

**Application for Permits:** Application for an electrical permit shall be made on forms prepared and provided by the Electrical Official.

**Persons Applying:** Applications for electrical permits shall be made only by those persons qualified, as defined by this Code, to perform electrical work.

In no case shall anyone apply for a permit to do work which they are not authorized by the owner or owner's agent to perform.

**Plans and Specifications:** The application for the permit shall be accompanied by specifications and plans drawn to scale, with sufficient clarity and detail dimension to show the nature and character of the work to be performed. When quality of materials is essential for conformity to this Code, specific information shall be essential for conformity to this Code, specific information shall be given to establish such quality; and this Code shall not be cited, or the term "legal" or its equivalent to be used, as a substitute for specific information. The Electrical Official may waive the requirement for filing plans when the work involved is of a minor nature.

**Revocation:** The Electrical Official may revoke a permit or approval issued under the provisions of this Code in case of any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

**Suspension:** Any permit issued shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

#### **Section 90-11 Conditions of Permit:**

**Qualifications of Contractors:** Except as indicated in Section 90-12 herein, electrical permits shall be issued only to contractors licensed by the City of Urbana to perform such work.

**Payment of Fees:** A permit shall not be issued until the fees prescribed in Chapter 14 (licenses and permits) of the Urbana Code of Ordinances are submitted.

**Code Compliance:** The permit shall be authorization to proceed with the work and shall not be construed as authority to violate, cancel, or set aside any of the provisions of this Code, except as specifically stipulated by approved modification as described in the application.

**Permit Compliance:** All work shall conform to the approved application and plans for which the permit has been issued, and any approved amendments thereto. Modifications or changes in the work shall not be made without first obtaining approval from the Electrical Official and paying any additional required fees.

**Not Transferable:** Permits are not transferable. A permit shall be valid only to the party authorized to do the work as indicated on the application and any bona fide employees, as allowed by this Code.

**Annual Permits:** The Electrical Official may issue annual permits under the following conditions:

1. Application shall be made annually in a form approved by the Electrical Official.
2. No permits shall be issued until the proper fees have been paid.
3. The application for an annual permit shall include the name of the supervising electrician that is to be responsible for the work. The Electrical Official shall be notified prior to any change in the supervising electrician. The supervising electrician shall be licensed as required in this Code.
4. Work performed under the annual permit shall be limited to minor installations or alterations. Separate electrical permits shall be obtained for major changes in electrical equipment or apparatus, changes in service, relocation of major pieces of equipment or high voltage devices and/or electrical remodeling of areas or spaces including changes in lighting.
5. An annual permit shall be issued only to those businesses, companies, or corporations which use qualified people in modifications and equipment changes. Annual permits may be issued to cover malls, hospitals, factories, and other organizations which have employees for the full-time and constant maintenance and repair of electrical systems.
6. The annual permit shall specify each and every building location or premises where work is to be performed along with the name of the designated supervising electrician.
7. The designated supervising electrician shall maintain a log of all work performed during each month for which the permit was issued. This log shall list the type and location of all work performed under the annual permit. Work not listed on the log and all major electrical work shall require a separate electrical permit. The designated supervising electrician shall update and maintain the log for review by the Electrical Official.
8. Any person violating any of the provisions of this article applicable to annual electrical permit certificates shall be subject to the penalties provided and in addition thereto, the annual electrical permit certificate issued to such person shall be revoked by the Electrical Official in writing to the party involved, and any unexpired fee therein shall be retained by the City, provided however, that revocation by the Electrical Official shall be subject to appeal to the Building Safety Code Board of Appeals.

### **Section 90-12 Registration of Electrical Contractors:**

Permits for electrical work shall be issued only to registered electrical contractors as defined herein.

**EXCEPTION:** Permits may be issued to the owner/occupant of a single-family dwelling used exclusively for living purposes, including the usual accessory buildings to perform electrical work in said dwelling, provided the person is a bona fide owner of such dwelling and that the same will be occupied by the owner for at least one year, and the owner shall personally purchase all material and perform all labor in connection therewith, and provided that all workmanship, methods, and materials shall meet the requirements of this article.

Contractors shall become registered by applying to the Electrical Official. Upon satisfactory compliance with this section, the Electrical Official shall issue a Certificate of Registration authorizing the applicant to engage in such business during the fiscal period for which it is issued.

1. Applications for registration of an electrical contractor shall not be taken unless submitted with the proper fee, as prescribed in Chapter 14 (Licenses and Permits) of the Urbana Code of Ordinances.
2. Assurances Required: Registration as required above shall require filing with the Electrical Official a statement that such contractor shall restore the City streets, alleys,



sidewalks, parking, and all other City property to as good a condition as the same were before such contractor disturbed such for work performed by the contractor.

3. Applications: Registration shall require completion of the application upon the form approved by the Electrical Official.
4. The application shall specify the supervising electrician(s) responsible for the performance and/or supervision of any and all electrical work to be performed as authorized by a permit obtained by the applicant.
5. In the event of any change or termination of the supervising electrician, the registered electrical contractor shall have thirty days in which to apply for revision of registration or to have another registered electrical contractor apply for a permit and to complete the unfinished work.
6. Any electrical contractor properly licensed in any other jurisdiction, where the licensing requirements of said other jurisdiction are deemed equivalent to Urbana requirements by the Electrical Official, who wishes to perform permit-required work in Urbana, shall submit an application along with proof of current license and the fee prescribed for reciprocal registration as prescribed in Chapter 14 of the Urbana Code of Ordinances. If reciprocal registration is denied, the applicant may either successfully complete the licensing requirements of a supervising electrician in Urbana or an appeal may be made within seven days of receipt of denial to the Building Safety Code Board of Appeals. The Building Safety Code Board of Appeals shall either confirm or deny registration by a majority vote.
7. Certificates of registration shall expire on the 30th day of June following issuance. Application for renewal shall be made by submitting the proper fee and by submitting any changes to the original application on or before 30 days after the date of expiration. Failure to renew registration July 31 shall require submission of a new application and double the prescribed fee. Any renewal or re-registration which has been expired, revoked, suspended, or otherwise invalid for a period longer than 90 days shall require re-examination of the supervising electrician.
8. Performance of permit-required electrical work without a valid registration as an electrical contractor in Urbana shall be deemed a violation of this Code.
9. Any false statement on the application for registration shall constitute fraud, and cause the registration to be null and void.
10. If in the opinion of the Electrical Official any electrical contractor registered under this Code shall have willfully or repeatedly violated any of the provisions of this Article, the Electrical Official shall refer written charges against such offending registered electrical contractor to the Building Safety Code Board of Appeals. Upon the receipt of such written charges, the Building Safety Code Board of Appeals shall within fourteen (14) calendar days after majority vote of those present, determine whether or not such registered electrical contractor's license shall be suspended or revoked by the City. In no event may a suspension exceed six (6) months. The Electrical Official shall keep a suitable record of all registrations issued and a suitable record of all suspensions or revocations by the Board.

### **Section 90-13 Approval of the Supervising Electrician:**

Before any permit to install or alter electrical work shall be issued to any person entitled to secure permits under this Section, such person shall appoint or employ a person, who shall be known as the supervising electrician for the purpose of the electrical regulations of this Article.

1. The supervising electrician shall be employed on a full-time basis with the electrical contractor.

The supervising electrician shall be on-site or with-in 100 miles during all electrical installations.

The supervising electrician shall be available for any and all inspections if requested by the Electrical Official.

The supervising electrician shall have had at least four (4) years or eight thousand (8,000) hours experience in the installation, alteration, repair, and maintenance of electrical wires, equipment, and apparatus, or an experience equivalent thereto. Applicants shall furnish the names and addresses of former employers, periods of time employed, and in what capacity. Proof of such service shall be furnished in a manner satisfactory to the Electrical Official. Every applicant provided for in this Section shall be required to pass the National Standard Master Electrician Examination to be administered by the International Code Council. Said applicant shall pay any examination fees required by the International Code Council. Such fees are in addition to the registration fee required by the City of Urbana upon said applicant's successful completion of the examination process. Successful applicants shall be issued a certificate of registration without restrictions upon payment of the registration fees prescribed in Chapter 14 of the Urbana Code of Ordinances. Any person denied status as a supervising electrician by the Electrical Official may appeal the denial to the Building Safety Code Board of Appeals. The Board, following a hearing of evidence, shall confirm or reverse the Electrical Official's decision by a majority vote of those members present.

Re-examinations shall be administered by the International Code Council. Said applicant shall pay any examination fees required by the International Code Council. Applicants may re-examine at the earliest allowable time as established by the International Code Council.

The Electrical Official may limit the size, scope, and type of electrical work which the supervising electrician shall be authorized to perform. Applicants seeking to obtain a restricted/limited registration as described in this section shall be required to have had at least two years or 4000 hours experience in the installation, alteration, repair, and maintenance of electrical wires, equipment and apparatus, or an experience thereto. Applicants shall furnish names and addresses of former employers, periods of time employed, and in what capacity. Proof of such service shall be furnished in a manner satisfactory to the Electrical Official. Every applicant provided for in this section shall be required to pass the National Standard Residential Electrician Exam to be administered by the International Code Council. Said applicant shall pay any exam fees required by the International Code Council. Such fees are in addition to the registration fee required by the City of Urbana upon said applicant's successful completion of the examination process. Successful applicants shall be issued a certificate of registration with restrictions/limitations upon payment of the registration fees prescribed in Chapter 14 of the Urbana Code of Ordinances. Such restrictions/limitations shall be based upon the applicant's experience, technical education, and successful performance on the National Standard Residential Electrician Exam. Such limitations shall be recorded on the Certificate of Registration(s) and shall authorize said supervising electrician to perform electrical work as follows:

1. One- and Two-Family detached dwelling electrical work.
2. Sign installations and neon lighting.
3. Apartment buildings.
4. Air conditioning and heating installations limited to residential use.

The Electrical Official may limit the size, scope, and type of electrical work which the supervising electrician shall be authorized to perform. Applicants seeking to obtain a restricted/limited registration as described in this section shall be required to have had at least two years or 4000 hours experience in the installation, alteration, repair, and maintenance of electrical wires, equipment and apparatus, or an experience thereto. Applicants shall furnish names and addresses of former employers, periods of time employed, and in what capacity. Proof of such service shall be furnished in a manner satisfactory to the Electrical Official. Every applicant provided for in this section shall be required to pass the National Standard Maintenance

Electrician Exam to be administered by the International Code Council. Said applicant shall pay any exam fees required by the International Code Council. Such fees are in addition to the registration fee required by the City of Urbana upon said applicant's successful completion of the examination process. Successful applicants shall be issued a certificate of registration with restrictions/limitations upon payment of the registration fees prescribed in Chapter 14 of the Urbana Code of Ordinances. Such restrictions/limitations shall be based upon the applicant's experience, technical education, and successful performance on the National Standard Maintenance Electrician Exam. Such limitations shall be recorded on the Certificate of Registration(s) and shall authorize said supervising electrician to perform electrical work as follows:

1. Limited to facility where employed
2. Commercial/industrial electrical maintenance
3. Circuit installation not exceeding 60amp
4. Motor control wiring
5. HVAC installations not exceeding 60amp
6. Sign installations

Appeals of limitations shall be treated the same as an appeal of denial as described in Section 90-13(B) of this Code.

#### **Section 90-14 Registration of Electronic Fire Protection Contractors:**

A permit shall be required for the installation of electronic fire protection systems, low voltage or otherwise, including all fire alarm systems and electronic supervising components of fire suppression systems.

Contractors who install and/or maintain electronic fire protection systems shall be registered electrical contractors as prescribed in Section 90-12 or shall be registered as Electronic Fire Protection System Contractors.

The Electrical Official shall issue registrations as Electronic Fire Protection Systems Contractors (EFPSC) upon submittal of an application for registration along with proof of a valid State of Illinois license to perform such work. The application shall include the supervising electrician who shall, at a minimum, be approved for the installation of fire alarms.

#### **Section 90-15 Fees:**

Fees for permits, testing, licensing, and inspections shall be as prescribed in Chapter 14, (Licenses and Permits), of the Urbana Code of Ordinances.

#### **Section 90-16 Inspections:**

All work and equipment for which a permit is obtained under this Code shall be inspected and approved by the Electrical Official. Any portion of work intended to be concealed by any permanent portion of the building or by site work shall not be concealed until inspected and approved by the Electrical Official. When installation of any equipment is complete, a final inspection shall be made. Equipment regulated by this Code shall not be connected to the power supply and placed in normal operation until it complies with all applicable requirements of this Code, and a final inspection has been completed.

The Electrical Official may order the uncovering of any work which has been concealed and which may prevent reasonable inspection. The uncovering and subsequent repair work shall be performed at the owners of the buildings' expense and the Electrical Official shall not be held responsible for the failure of the permit holder to have the work inspected.

### **Inspection of Annual Permits**

1. The Electrical Official shall make periodic inspections of sites where work is authorized by an annual permit.
2. The possessor of a valid annual electrical permit shall be responsible for maintaining a log of work and for assisting the Electrical Official in determining the work performed, within reasonable limits.

**Concealment:** No wiring shall be concealed prior to inspection and approval. It shall be the responsibility of the contractor to request inspections as required, also to arrange for entrance to a building, and provide for removal of covers, devices, etc., as is necessary for inspection.

**Final Inspection:** Upon completion of the electrical work and before final approval is given, the Electrical Official shall inspect the work and observe the final test to insure compliance with the requirements of this Code.

**Right of Entry:** In the discharge of duties, the Electrical Official or an authorized representative shall have the authority, subject to applicable law, to enter at any reasonable hour any building, structure, or premises in the City limits of Urbana, to enforce the provisions of this Code.

**Section 90-17 Workmanship:** All work shall be conducted, installed, and completed in a workmanlike and approved manner so as to secure the results intended by this Code.

**Section 90-18 Electrical Power Supply:** It shall be unlawful for any individual, partnership, corporation, group, or association to supply electricity to any electrical equipment if a permit is required for its installation unless such connection has been authorized by the Electrical Official. It shall be unlawful to make connections to equipment that has been disconnected or ordered disconnected by the Electrical Official.

**Section 90-19 Emergency Disconnections:** Any person owning or controlling electric wires or apparatus for the transmission of light, heat, or power shall in case of emergency, upon the request of any official of the Fire Department or the Electrical Official disconnect such wires or apparatus as may be designated by such Official.

**Section 90-20 Correction/Abatement of Hazards:** When any electrical work is found by the Electrical Official to be dangerous to persons or property because it is defective or improperly installed, the person responsible for the electrical system shall be notified by the Electrical Official in writing, and required to make the necessary correction within the time specified in such written notice, and if the person shall fail to make these required corrections, the Electrical Official shall have the power and authority to disconnect or order the discontinuance of electrical service to the electrical equipment or to the entire structure; provided, upon receipt of such written notice from the Electrical Official, the person named as responsible therein shall have the right to submit an appeal to the Building Safety Code Board of Appeals if submitted within three (3) calendar days from receipt of such written notice, provided however, that the Electrical Official shall have the authority to require immediate corrections or to order the disconnection of any electrical device or system which, in the Electrical Official's opinion, shall constitute a fire hazard or shall otherwise be unsafe to the occupants of the building.

### **Section 90-21 Stop Work Orders:**

**Notice to Stop Work:** Upon notice from the Electrical Official that work on any building, structure, or premises is being conducted contrary to the provisions of this Code or in an unsafe or dangerous manner, such work shall be immediately stopped. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to

the person doing the work. It shall state the conditions under which electrical work may be resumed.

**Unlawful Continuance:** Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be a violation of this Code.

**Section 90-22 Violations:**

**Unlawful Acts:** It shall be unlawful for any person, firm, or corporation to erect, construct, alter, repair, remove, demolish, or operate electrical equipment regulated by this Code, or cause same to be done, in conflict with or in violation of any of the provisions of this Code.

**Notice:** The Electrical Official shall serve a notice of violation or order on the person responsible for the extension, repair, removal, demolition, or operation of electrical equipment or systems in violation of the provisions of this Code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit issued under the provisions of this Code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

**Penalties:** Any person who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, or repair electrical equipment or systems in violation of an approved plan or directive of the Electrical Official, or of a permit issued under the provisions of this Code, shall be subject to the penalties prescribed in Section 1-10 of the Urbana Code of Ordinances.

**Service:** Such notice shall be deemed to be properly served, where a copy thereof is served in accordance with one of the following methods:

1. A copy thereof is delivered to the owner personally.
2. A copy thereof is mailed to the owner by regular, first-class U.S. mail, postage prepaid.
3. A copy thereof is posted in a conspicuous place on the premises where the violation exists.

If the notice is served by mailing or posting, the service shall be deemed effective on the third day after mailing or posting. Service of such notice in the foregoing manner on the owner's authorized agent shall constitute service of notice on the owner.

**Section 90-23 Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this Adopting Ordinance.

Article 120 entitled, "General Rules for Electrical Installations" is added and reads as follows:

**Article 120 General Rules for Electrical Installations**

**Section 120-1 Application:** The following rules shall apply to all electrical work and materials within the corporate limits of Urbana, Illinois, and shall apply specifically where other requirements in this Code conflict or are less stringent.

**Section 120-2 Requirements for Rewiring Existing Residences:**

For the purpose of this Section, installation of a new service to increase the ampacity shall constitute a service upgrade and require no other rewiring. A service upgrade shall be subject to the requirements of Section 120-B and 120-2E. Changing out the same size panel (ampacity) does not constitute a service upgrade or rewire. Application for a permit for a service upgrade and rewire shall be subject to the requirements of Sections 120-2B, 120-2C, and 120-2-D.



The residence shall meet the requirements of the latest adopted edition of the Property Maintenance Code, except as amended in this section.

**Service:** The size and usage of appliances and equipment shall be used as the basis for determining the need for additional facilities in accordance with the latest adopted edition of this Electrical Code. The minimum allowable service capacity shall be 100 Ampere, minimum 20 circuit, three wire, 120/240 volt. Panel locations shall meet the requirements of the NEC.

**EXCEPTION:** New panels may be located in the original panel location when located over readily moveable appliances or equipment with prior approval of the Electrical Official.

**Electrical System Hazards:** All unsafe conditions shall be disclosed to the owner by the electrical contractor and corrected prior to inspection. The following items are declared to be hazardous and it shall be unlawful to create, maintain or permit the same to exist.

1. Conductors or devices carrying electrical energy in excess of the approved rated capacity.
2. Electrical wiring of all types, not supported in an approved manner (existing wiring will be allowed to remain on the bottom of floor joists in basements if secured at appropriate intervals to eliminate sagging.)
3. Splices unenclosed in approved boxes other than knob and tube wiring inside walls and attics.
4. The absences of, or use of unapproved connectors for splices and termination into boxes or cabinets.
5. Exposed fuse blocks or cleat type lighting fixtures.
6. Defective wiring that is damaged or with deteriorated insulation.
7. Flexible cords, commonly known as lamp or extension cords, used as a substitute for fixed permanent wiring; where run through or behind walls, ceilings, baseboards, doorways, windows, and floors or where attached to building surfaces such as walls, ceilings, floors and baseboards.
8. The use of the grounded circuit conductor (neutral conductor) used for grounding, except where allowed by NEC 250-.142(B), for such listed appliances as stoves, ovens, cook-tops, and clothes dryers.
9. Broken porcelain luminaires or cord type luminaires with frayed or deteriorated insulation.
10. Boxes or conduits with excessive number of conductors.
11. Knob and tube wiring in areas other than inside walls or attics that are subject to physical damage (run exposed on walls, ceilings below 7 feet 6 inches, and below floor joists in basements).
12. Broken receptacles or switches and receptacles with inadequate tension.
13. Missing or broken cover plates.
14. Overloaded circuits and inadequate circuit distribution as determined by the Electrical Official. Any unsafe conditions other than those specifically noted.

### **Section 120.3 Additional Load on Existing Service:**

It shall be the responsibility of the contractor or other authorized person adding additional circuits or equipment to existing services to determine beforehand if the service is of sufficient size and capacity to carry such additional load as determined by *2020 National Electrical Code*, Article 220.83 and according to the rules established under other Sections of this Article, and if not, it shall be unlawful to make the addition until the service has been increased to required size.

New residential service capacity shall not be less than one hundred ampere, three wire, 120/240 volt for new residences and service upgrades.

**Secs. 5-54 - 5-60. Reserved.**



## ARTICLE VII – PLUMBING CODE

**Sec. 5-61. Adoption of the CURRENT *Illinois Plumbing Code* and the 2021 *International Plumbing Code*.** The provisions of the CURRENT *Illinois Plumbing Code* and the *International Plumbing Code* are hereby adopted as the Plumbing Code of the City of Urbana, and apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances. And terms of the said Plumbing Code are hereby referred to, adopted and made a part hereof, with the additions, insertions, deletions, and changes prescribed in Section 5-63.

**Sec. 5-62. Effect of State Law.** The adoption of the 2021 *International Plumbing Code* herein pursuant to home rule powers is not intended to negate the *Illinois Plumbing Code* on the same subject except insofar as the article imposes a more stringent requirement or standard than the CURRENT *Illinois Plumbing Code*. However, the code that provides the greater protection to the public's safety, health, and property shall apply. And, where differences occur between the CURRENT *Illinois Plumbing Code*, the *International Plumbing Code* or any other code or standard referenced by this Adopting Ordinance, the provisions of the CURRENT *Illinois Plumbing Code* shall take precedence.

**Sec. 5-63. Additions, Modifications, Deletions, and Substitutions.** The following administrative requirements for Plumbing work and permitting apply:

Section P-101.1 entitled, "Title," is amended to read as follows:

**Section P-101.1 Title:** These regulations along with the CURRENT *Illinois Plumbing Code* shall be known as the Plumbing Code of the City of Urbana. Any and all references in the Building Code or any other ordinances of the City of Urbana which reference a plumbing code shall reference these codes, hereinafter referred to as "this Code."

Section P-103.1 entitled, "General," is amended to read as follows:

**Section P-103.1 General:** The term "Code Official," as used in this Code, shall refer to the Plumbing/Mechanical Official.

Section P-106.6 entitled, "Fees," is amended and reads as follows:

**Section P-106.6 Fees:** The application for a plumbing permit shall be submitted along with the prescribed fees as published in Chapter 14, (licenses and fees) of the Urbana Code of Ordinances.

Section P-106.7 entitled, "Separate Permits Required," is added and reads as follows:

**Section P-106.7 Separate Permits Required:** A permit shall authorize plumbing work to be performed at only one address. Each structure, building, parcel, or address shall require a separate permit.

Section P-106.8 entitled, "Private Sanitary Disposal Permits," is added and reads as follows:

**Section P-106.8 Private Sanitary Disposal Permits:** A permit for a private sanitary disposal system shall not be issued by the City until proper approval and the required permits have been obtained as required by state law and Chapter 24 of the Urbana Code of Ordinances.

Section P-106.7 entitled, "Excavation Permit," is added and reads as follows:

**Section P-106.7 Excavation Permit:** A permit for work within the right-of-way and/or for the connection of any storm or sanitary sewer to a public system shall not be issued until approval from the City Engineer has been documented.

Section P-106.5.1 entitled, "Permit Denial," is added and reads as follows:

**Section P-106.5.1 Permit Denial:** The Plumbing/Mechanical Official shall have the authority to deny issuance of a plumbing permit to any applicant who is delinquent with respect to permits and notices previously issued to applicant.

Section P-107.8 entitled, "Waste Retention and Disposal" is added and reads as follows:

**Section P-107.8 Waste Retention and Disposal:** The Plumbing/Mechanical Official shall have the authority, subject to applicable law, to inspect at any reasonable time, any waste separator, serving any structure, to ensure that proper waste retention and disposal operations are being maintained.

Section P-108.2.1 entitled, "Service of Notices" is added and reads as follows:

**Section P-108.2.1 Service of Notices:** Such notice shall be deemed to be properly served, where a copy thereof is served in accordance with one of the following methods:

1. A copy thereof is delivered to the owner personally.
2. A copy thereof is mailed to the owner by regular, first-class U.S. mail, postage prepaid.
3. A copy thereof is posted in a conspicuous place on the premises where the violation exists.

If the notice is served by mailing or posting, the service shall be deemed effective on the third day after mailing or posting. Service of such notice in the foregoing manner on the owner's authorized agent shall constitute service of notice on the owner.

Section P-108.4 entitled, "Penalties," is amended and reads as follows:

**Section P-108.4 Violation Penalties:** Any person who violates any provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, install, or repair plumbing equipment or systems in violation of this Code shall be subject to the penalties as prescribed in Section 1-10 of the Urbana Code of Ordinances. Each day that a violation continues shall be deemed a separate offense.

Section P-108.5 entitled, "Stop Work Orders," is amended and reads as follows:

**Section P-108.5 Stop Work Orders:** Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties prescribed in Section 1-10 of the Urbana Code of Ordinances.

Section P-109.1.1 entitled, "Building Safety Code Board of Appeals," is added and reads as follows:



**Section P-109.1.1 Building Safety Code Board of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals as detailed in Article III of this Adopting Ordinance.

Sections P-109.2 through P-109.7 are deleted.

Section P-202 General Definition of "Plumbing/Mechanical Official" is added and reads as follows:

**Plumbing/Mechanical Official:** Wherever the terms "Code Official," "Administrative Authority," or "Plumbing Official" are used in this Article or in codes and standards referenced by this Article, they shall be held to mean the Plumbing/Mechanical Official of the Building Safety Division of the City of Urbana, Illinois, Community Development Services Department.

Section P-301.8 entitled, "Residential," is added and reads as follows:

**Section P-301.8 Residential:** One- and Two-Family homes for which a building permit for initial construction is issued after July 1, 1994, with levels below grade which are provided with plumbing fixtures or drains must have overhead discharge and no gravity discharge to the sewer system.

Section P-301.9 entitled, "Public Systems Available," is amended and reads as follows:

**Section P-301.9 Public Systems Available:** A public water supply or public sewer system shall be considered available to a building when the building is located within 100 feet of the public water main or sewer.

**Secs. 5-64 – 5-70. Reserved.**



## ARTICLE IX – MECHANICAL CODE

**Sec. 5-71. Adoption of the 2021 *International Mechanical Code*.** The 2021 *International Mechanical Code*, as published by the International Code Council, is hereby adopted as the mechanical code of the City of Urbana, Illinois; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions, and terms of the said 2021 *International Mechanical Code* are hereby referred to, adopted, and made a part hereof, as if fully set out in this Article, with the additions, insertions, deletions, and changes prescribed in Section 5-73 of this Article.

**Sec. 5-72. Effect of State Law.** The adoption of the 2021 *International Mechanical Code* herein pursuant to home rule powers is not intended to negate any state statute on the same subject except insofar as this article imposes a more stringent requirement or standard than does the state statute.

**Sec. 5-73. Additions, Deletions, Modifications, and Amendments.** The following sections of the 2021 *International Mechanical Code*, are amended and/or changed as defined in this Article, as follows:

Section M-101.1 entitled, "Title," is amended to read as follows:

**Section M-101.1 Title:** This code shall be known as the Mechanical Code of the City of Urbana, Illinois, hereinafter referred to as the Mechanical Code, or "this Code".

Section M-103.1 entitled "General," is amended to read as follows:

**Section M-103.1 General:** The term "Code Official" as used in this code, shall refer to the Plumbing/Mechanical Official. The Plumbing/Mechanical Official of the Building Safety Division of the Department of Community Development Services of the City of Urbana shall be designated the Mechanical Official for the purposes of this Code.

Section M-106.3.4 entitled, "Separate Permits Required," is added and reads as follows:

**Section M-106.3.4 Separate Permits Required:** A permit shall authorize mechanical work to be performed at only one address. Each structure, building, parcel, or address shall require a separate permit.

Section M-106.4.5.1 entitled, "Permit Denial," is added and reads as follows:

**Section M-106.4.5.1 Permit Denial:** The Plumbing/Mechanical Official shall have the authority to deny issuance of a mechanical permit to any applicant who is delinquent with respect to permits and notices previously issued to applicant.

Section M-106.5.2 entitled, "Fee Schedule," is amended to read as follows:

**Section M-106.5.2 Fee Schedule:** The fees for all mechanical work shall be as prescribed in Chapter 14 in the Urbana Code of Ordinances.

Section M-106.5.3 entitled "Fee Refunds" is DELETED.

Section M-107.4 entitled "Approval," is DELETED.

Section M-108.2.1 entitled "Service of Notices," is added and reads as follows:

**Section M-108.2.1 Service of Notices:** Such notice shall be deemed to be properly served, where a copy thereof is served in accordance with one of the following methods:

1. A copy thereof is delivered to the owner personally.
2. A copy thereof is mailed to the owner by regular, first-class U.S. mail, postage prepaid.
3. A copy thereof is posted in a conspicuous place on the premises where the violation exists.

If the notice is served by mailing or posting, the service shall be deemed effective on the third day after mailing or posting. Service of such notice in the foregoing manner on the owner's authorized agent shall constitute service of notice on the owner.

Section M-108.4 entitled, "Violation Penalties," is amended to read as follows:

**Section M-108.4 Violation Penalties:** Any person who violates any provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, or repair mechanical equipment or systems in violation of this Code shall be subject to the penalties as prescribed in Section 1-10 of the Urbana Code of Ordinances. Each day that a violation continues shall be deemed as a separate offense.

Section M-108.5 entitled, "Stop Work Orders," is amended to read as follows:

**Section M-108.5 Stop Work Order:** Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties prescribed in Section 1-10 of the Urbana Code of Ordinances.

Section M-109.1.2 entitled, "Building Safety Code Board of Appeals," is added and reads as follows:

**Section M-109.1.2 Building Safety Code Board of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this Adopting Ordinance.

Sections M-109.2 entitled, "Membership of Board," through M-109.7 entitled, "Court Review," are deleted.

Section M-202 entitled, "Code Official," is added and reads as follows:

**Section M-202 Code Official:** Wherever the terms "Code Official," "Authority Having Jurisdiction," or "Administrative Authority," are used, (in this Code or in referenced codes and standards), they shall be held to mean the Plumbing/Mechanical Official of the Building Safety Division of the City of Urbana, Community Development Services Department.

Section M-301.6(1) entitled, "Fuel-Burning Equipment," is added and reads as follows:

**Section M-301.6(1) Fuel-Burning Equipment:** All fuel-burning heating equipment, both newly installed and existing, shall be equipped with an approved supervised pilot/ignition assembly (flame safeguard).

Section M-303.3(6) entitled, "Sleeping Rooms," is added and reads as follows:

**Section M-303.3(6) Sleeping Rooms:** Gas-fired or liquid fuel-fired equipment and appliances shall not be made accessible from sleeping rooms, bathrooms or any habitable rooms with doors normally kept closed unless otherwise approved by the Code Official.

Section M-304.13 entitled, "Equipment on Roofs," is added and reads as follows:

**Section M-304.13 Equipment on Roofs and in attics:** A roof or attic on which mechanical equipment is to be installed shall be capable of supporting the additional weight and dynamic action loads.

Section M-313 entitled, "Furnaces and Heaters," is added.

### **Section M-313 Furnaces and Heaters**

Section M-313.1 entitled, "Heat Exchangers," is added and reads as follows:

**Section M-313.1 Heat Exchangers:** Forced air and gravity furnace heat exchangers shall not be repaired unless approved by the Code Official.

Section M-313.2 entitled, "Floor Furnaces," is added and reads as follows:

**Section M-313.2 Floor Furnaces:** The installation of floor furnaces is prohibited in all occupancies.

Section M-313.3 entitled, "Dwelling Heating," is added and reads as follows:

**Section M-313.3 Dwelling Heating:** Wall furnaces, through-the-wall heaters, and space heaters shall not be installed as a central heating system. Such equipment shall not serve as the primary source of heat in a dwelling unit unless otherwise approved by the Code Official.

Section M-313.4 entitled, "Direct Fired Heaters," is added and reads as follows:

**Section M-313.4 Direct Fired Heaters:** Direct gas-fired heaters may be installed only in occupancies of Use Group H, S, or F, unless otherwise approved by the Code Official.

Section M-403.1.1 entitled, "Negative Pressure," is added and reads as follows:

**Section M-403.1.1 Negative Pressure:** Ventilation and exhaust systems shall be designed and installed so that negative pressure from the ventilation system cannot adversely affect the flues, vents, chimneys, or combustion air supply for fuel-burning equipment.

Section M-403.2.3 entitled, "Return Air," is added and reads as follows:

**Section M-403.2.3 Return Air:** Air from any boiler/furnace room, bath/toilet room, kitchen, trash room, janitor closet, garage, storage room, dissimilar occupancy, different dwelling, or any room containing toxic, flammable, corrosive, radioactive, contaminants, offensive odors, or pathogenic materials shall not be recirculated.

Section M-603.5 entitled "Nonmetallic ducts" is amended to read as follows:

**Section 603.5 Nonmetallic ducts:** Nonmetallic ducts shall be construction with Class 0 or Class 1 duct material in accordance with UL 181. . The maximum air temperature within

nonmetallic ducts shall not exceed 250°F (121°C). Fibrous glass air ducts (duct board) are **not** permitted in any use group.

Section M-603.9 entitled "Joints, seams and connections" is amended to read as follows:

**Section 603.9 Joints, seams and connections:** All longitudinal and transverse joints, seams and connections in metallic and nonmetallic ducts shall be constructed as specified in SMACNA HVAC Duct Construction Standards – Metal and Flexible and . All joints, longitudinal and transverse seams and connections in ductwork shall be securely fastened and sealed with welds, gaskets, mastics (adhesives), mastic-plus-embedded-fabric systems, liquid sealants or tapes. Closure systems used to seal ductwork listed and labeled in accordance with UL 181A shall be marked "181A-P" for pressure-sensitive tape, "181 A-M" for mastic or "181 A-H" for heat-sensitive tape. Closure systems used to seal flexible air ducts and flexible air connectors shall comply with UL 181B and shall be marked "181B-FX" for pressure-sensitive tape or "181B0M" for mastic. Duct connections to flanges of air distribution system equipment shall be sealed and mechanically fastened. Mechanical fasteners for use with flexible nonmetallic air ducts shall comply with UL 181B and shall be marked "181B-C." Closure systems used to seal metal ductwork shall be installed in accordance with the manufacturer's installation instructions. Unlisted duct tape is not permitted as a sealant on any metal ducts.

**EXCEPTION:** Continuously welded and locking-type longitudinal joints and seams in ducts operating at static pressures less than 2 inches of water column (500 Pa) pressure classification shall not require additional closure systems.

Section M- 901.2.2(1) entitled, "Gas Log Lighters," is added and reads as follows:

**Section M-902.2(1) Gas Log Lighters:** Gas log lighters are PROHIBITED.

Section M-901.2.2(2) entitled, "Gas Logs," is added and reads as follows:

**Section M- 901.2.2(2) Gas Logs:** Gas logs shall be listed by a nationally recognized testing laboratory and shall be approved by the Code Official. When a gas log is installed in a fireplace, the fireplace damper shall be permanently removed.

Section M-917.1.1 entitled, "Commercial Equipment," is added and reads as follows:

**Section M-917.1.1 Commercial Equipment:** Commercial cooking equipment, (other than single-family dwelling), and other commercial/industrial gas-fired equipment shall be connected with approved, listed, commercial type, fuel gas hose connectors.

**EXCEPTION:** Large equipment which cannot easily move or vibrate may be connected with rigid pipe.

Section M-917.1.2 entitled, "Coupler Valves," is added and reads as follows:

**Section M-917.1.2 Coupler Valves:** Gas-fired equipment which is easily or routinely moved, or is equipped with wheels or casters shall be equipped with an approved (quick-disconnect) coupler valve.

**Secs. 5-74 - 5-80. Reserved.**



## ARTICLE IX – PROPERTY MAINTENANCE CODE

**Sec. 5-81. Adoption of the 2021 *International Property Maintenance Code*.** The 2021 *International Property Maintenance Code*, as published by the International Code Council, is hereby adopted as the Property Maintenance Code of the City of Urbana, Illinois, for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions, and terms of the said 2021 *International Property Maintenance Code* are hereby referred to, adopted, and made a part hereof, with the additions, insertions, deletions, and changes prescribed in Section 5-83.

**Sec. 5-82. Effect of State Law.** The adoption of the 2021 *International Property Maintenance Code herein*, pursuant to home rule powers, is not intended to negate any state statute on the same subject except insofar as this article imposes a more stringent requirement or standard than does the state statute. The standards referenced in this Code and listed in Chapter 8-Referenced Standards of the 2021 *International Property Maintenance Code* shall be considered part of the requirements of this Code to the prescribed extent of each such reference. Where differences occur between common provisions of this Code and any other code or standard referenced by this Code, the provisions which afford the greatest degree of life safety shall apply.

**Sec. 5-83. Additions, Deletions, Modifications, and Amendments.** The following sections and subsections of the ICC 2021 *International Property Maintenance Code*, are amended and/or revised as defined in this Article, as follows:

Section PM- 101.1 entitled "Title," is amended to read as follows:

**PM- 101.1 Title:** This Code (as amended) shall be known as the Property Maintenance Code of the City of Urbana, Illinois hereinafter referred to as the Property Maintenance Code, or "this Code".

Section PM-104.1 Fees is amended to read as follows:

**PM-104.1 Fees Applicable:** fees are prescribed in Chapter 14, (Licenses and Permits) of the Urbana Code of Ordinances.

Section PM-105.2.2 entitled "Nonconforming Conditions," is added and reads as follows:

**PM-105.2.2 Nonconforming Conditions:** If additional nonconforming conditions are encountered during the course of any approved alteration or repair which were not considered or known initially, the Code Official shall have the authority to require compliance with this code of such additional conditions. The determination of what is necessary to bring such conditions into compliance shall take into consideration the use of alternatives and/or equivalent approaches as provided for in this Code.

Section PM-107 entitled "Means of Appeals," is amended to read as follows:

**Section PM-107 Means of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this adopting code.

Section PM-108 entitled "Board of Appeals," is deleted.

Section PM-109.1 entitled "Unlawful Acts," is amended to read as follows:

Section PM-107.1.1 entitled "Variations," is added and reads as follows:

**PM-107.1.1 Variations:** The Building Safety Board of Appeals as detailed in Article III shall have the power and shall be charged with the duty to hear and decide requests for specific variations in the application of any provisions of this Code and any provision for existing buildings in the Building Code in those instances involving existing residential buildings where there are practical difficulties in the way of carrying out the strict letter of the law, so that the spirit and intent of the law shall be observed, public safety be secured, and substantial justice be done. Such variation shall be for limited periods of time and the Board's decision shall be filed with the City Clerk as a matter of public record. All variations granted by the Board will be filed with the County Recorder of Deeds as a lis pendens so as to put all new owners on notice.

**PM-109.1 Unlawful Acts:** It shall be unlawful for any person, firm, or corporation to erect, construct, alter, extend, repair, remove, demolish, use or occupy any structure or equipment regulated by this Code, or maintain a vacant structure without a valid Vacant Structure Certificate or cause the same to be done, contrary to, or in conflict with, or in violation of any of the provisions of this Code, or fail to obey a lawful order of the Code Official, or to remove a placard or notice posted under the provisions of this code.

Section PM-109.2.1 entitled "Deadlines for Compliance with Code Violations," is added to read as follows:

**PM-109.2.1 Deadlines for Compliance with Code Violations:** Correction of all Code Violations shall follow the time lines established by the Code Official according to the following factors:

- I. Whether the violation poses a threat to the life, health, or safety of any occupant or visitor, in which case the violation must be corrected within 1 to 3 days of service of the notice, at the discretion of the Code Official. If the violation is not corrected within the established timeframe, occupancy of the unit may be disallowed.

*Examples of such violations include, but are not limited to,*

1. Defective, dangerous, or nonfunctioning plumbing, electrical, gas or other necessary utility
2. No heat or a malfunctioning heating system
3. Blocked or locked fire exits
4. Serious structural problems or conditions which render a property uninhabitable or pose a safety or health risk
5. Unsanitary or unhealthy conditions of such a magnitude that they pose an imminent health threat to the occupants and/or nearby dwellings
6. Smoke detector lacking or inoperable.
7. Carbon monoxide detector(s) lacking or inoperable
8. Leaking roof that poses a safety or health risk

- II. Whether the violation poses a livability issue for the occupants, in which case the violation shall be corrected within 1 to 5 days of notice, at the discretion of the Code Official.

*Examples of such violations include, but are not limited to:*

1. Faulty or inoperable security locks on exterior or egress windows or doors
2. Broken door frame(s), door(s) or window(s)
3. Lack of hot water

4. Inoperable water closet
5. Leaking pipes or plumbing fixtures
6. Inoperable oven/range or refrigerator
7. Burned out or inoperable lights in hallways, stairwells, entryways, parking areas or basements.
8. Torn or missing screens (in the summer and fall)
9. Broken or malfunctioning air conditioning (in hot weather)

III. Whether the violations involve routine maintenance in which case the violation must be corrected within 10 to 30 days of notice, at the discretion of the Code Official.

*Examples of such violations include but are not limited to:*

1. Dripping faucets
2. Cracked windows
3. Windows that do not open or close properly
4. Missing covers for electrical outlets or switches

Multiple timelines may be assigned pursuant to any one inspection, so that those items that require correction in a shorter period of time shall be corrected while the owner is allowed additional time to correct less urgent violations.

The Code Official may extend the above time lines for good cause shown. However, there is no legal entitlement to an extension of time for repairs; "time is of the essence" in the resolution of all Code violations and granting of extensions is entirely a matter of discretion for the Code Official.

If an owner or operator fails to comply with the deadlines set by the Code Official or designee, the Code Official may issue a "Failure to Comply Ticket" according to the provisions of PM-109.4 et seq.

Section PM-109.4 entitled "Violation Penalties," is amended to read as follows:

**PM-109.4 Violations:** The Code Official, or designee, shall impose a penalty for failure to comply with any of the deadlines set forth in PM-109.2.1, Deadlines for Compliance with Code Violations. Such penalties shall be imposed by the issuance of a "Failure to Comply Ticket."

**EXCEPTIONS:**

1. The Code Official or designee has concerns for their personal safety while attempting to complete the reinspection(s).
2. The property owner, manager or contractor has concerns for their personal safety while inspecting or completing the required repairs.
3. The Code Official or designee has verified that the tenant has interfered with the property owner's ability to complete the work by the required deadline.
4. The Code Official or designee has verified that a legitimate delay exists in the ability to engage the necessary contractor to complete the repair.
5. The Code Official or designee has verified that necessary equipment or parts is/are not available to complete the repair work.
6. The property owner, manager or contractor is unable to perform repairs due to the weather
7. An extension for the repairs has been approved by the Code Official or designee.

Section PM-109.4.1 entitled "Failure to Comply Tickets," is added and reads as follows:

**PM-109.4.1 Failure to Comply Tickets:**

**General.** The Code Official, or designee, may issue a Failure to Comply Ticket to any owner, operator or person that the Code Official determines has violated any of the deadlines for compliance set out in PM-109.2.1.

**Method and Date of Service.** A Failure to Comply Ticket may be served on a defendant according to the procedures set forth in PM-111.4.2 Method of Service.

**Content.** A Failure to Comply Ticket shall include the name of the person or entity charged, with the offense or offenses, the code sections violated, a description of the conditions or activities constituting the violation, and instructions on the method of settling the ticket.

**Settlement of Ticket.** A person issued a Failure to Comply Ticket may settle the claim for a first offense by paying the assessed fine in accordance with the following schedule:

A. Violations that are a **Life Safety** issues:

Deadline for compliance: 1-3 days		
1st missed deadline:	Minimum fine paid within 7 days: \$600.00	If paid after 7 days: \$700.00
2nd missed deadline:	Minimum fine: \$750.00 PLUS up to \$750.00 per day until corrected	

B. Violations that pose **Livability** issues:

Deadline for compliance: 1-5 days		
1st missed deadline:	Minimum fine paid within 7 days: \$450.00	If paid after 7 days: \$600.00
2nd missed deadline:	Minimum fine: \$750.00 PLUS up to \$750.00 per day until corrected	

C. Violations involving **Routine Maintenance** issues:

Deadline for compliance: 10-30 days		
1st missed deadline:	Minimum fine paid within 7 days: \$300.00	If paid after 7 days: \$450.00
2nd missed deadline:	Minimum fine: \$500.00 PLUS up to \$750.00 per day until corrected	

Payment of a ticket constitutes an admission of guilt.

**PM-109.4.2. Administrative Appeal of a Failure to Comply Ticket:**

**General.** A defendant may contest the penalty imposed by a Failure to Comply Ticket by submitting a Notice of Appeal to the Building Official within seven (7) days of the service of a Failure to Comply Ticket as set forth in PM-107. The Notice of Appeal may be hand delivered or mailed, but the notice must be received within seven (7) days of service. The appeal shall be heard by an impartial hearing officer appointed by the City Administrator to hear such appeals. The hearing officer may not be a current City employee or official.

**Hearing Procedures.** Upon receipt of a Notice of Appeal, the hearing officer shall set a hearing on the defendant's appeal and issue written notice to the defendant not less than seven (7) days prior to the hearing. The hearing officer may admit into evidence all relevant evidence, including inspection reports, notices, correspondence, and affidavits as well as the personal testimony of witnesses. The hearing officer shall determine, based upon a preponderance of the evidence, whether the penalty imposed by the Failure to Comply Ticket, should stand. The hearing officer's findings shall be set forth in a written decision which shall be copied to all parties.

Determinations. If the defendant appears at the hearing and a determination is made by the hearing officer that the penalty should be voided, no payment is necessary and the hearing officer's decision shall constitute a final determination of no liability. Such a determination means that the ticket shall not count as a precedent for calculating penalties in any future Failure to Comply Ticket proceeding.

If the defendant appears at the hearing and a determination is made by the hearing officer that the ticket should be upheld, payment of the penalty shall become immediately due. If payment is not made within ten (10) days of the hearing officer's determination, then the ticket may be referred to the City's Legal Department for further action.

If the defendant does not appear at the hearing, the hearing officer may uphold the penalty by declaring a default, without further need to hear evidence. However, the hearing officer may, at their discretion, grant a continuance of the hearing for good cause shown. In the event of a default by the defendant, a penalty in the amount due after seven (7) days of the issuance of a ticket pursuant to PM-109.4.1 shall become immediately due and payable.

### **PM 109.4.3 Prosecution of Violations:**

Circuit Court Proceedings. If a defendant fails to correct a violation of this Code within the timeline set by the Code Official, the City may file a complaint in the circuit court seeking an order to remedy any and all violations. The complaint may seek injunctive relief, orders to repair conditions, orders to vacate, fines, or other remedies as deemed appropriate. If a defendant fails to settle a Failure to Comply Ticket issued by the Code Official pursuant to the provisions of PM-109.4.1 and PM-109.4.2, the City may file a complaint in the circuit court for fines, Code compliance, or both. Such a proceeding shall be handled as a de novo complaint, with the City having the burden to prove its allegations by a preponderance of the evidence.

Penalties. In seeking penalties, the City shall not be limited by the penalty schedule set forth in PM 109.4.1 in determining appropriate fines to seek in a court proceeding. In determining the appropriate fines to seek, the City Attorney shall consider such factors as the defendant's record of Code violations, the number of repeat offenses, the severity of the violations, and the defendant's level of cooperation with the City in determining what fine is appropriate to seek. Upon conviction, the defendant shall be subject to a fine between Two Hundred Dollars (\$200) and Seven Hundred Fifty Dollars (\$750). For each violation, every day of noncompliance shall constitute a separate violation.

Section PM-111.2.2 entitled "Registration of Vacant Structures," is added to read as follows:

**PM-111.2.2 Registration of Vacant Structures:** Whenever any building in the City becomes a public nuisance as defined within this Code; or is a blighting influence; or hereafter becomes abandoned, vacant or unoccupied and cited for violation of City ordinance or property maintenance codes within the past six months; or where any of the doors, windows, or other openings into such a building are boarded up or otherwise secured by any means other than conventional methods used in the design of the building, the owner thereof shall within 30 days of notification by the Code Official, register such building as a vacant structure. Notification shall be by letter sent by first class postage prepaid to the person who last paid the general real estate taxes on the property. Such registration shall be valid for a period of six months. The required fee for registration is set forth in Chapter 14 of the Urbana Code of Ordinances. The registration of the vacant structure shall not preclude action by the City to pursue demolition of the structure under the provisions of this code.

The building shall be posted with a "NO TRESPASSING" sign and 24-hour contact information, including phone number, for the owner or owner's local property management company. The

posting shall be no less than 18" x 24" and shall be of a font that is legible from a distance of forty-five feet and shall contain, in addition to the name and 24-hour contact number, the words: "THIS PROPERTY IS MANAGED BY..." and "TO REPORT PROBLEMS OR CONCERNS CALL...". This posting shall be placed to the front of the property in order to be visible from the street fronting the property as follows: a) Placed on the interior of a window facing the street, or b) secured to the exterior of the building/structure facing the street, or if no such area exists, c) on a stake of sufficient size to support the posting in a location that is visible from the street but not readily accessible to vandals. Exterior postings must be constructed of and printed with weather resistant materials. The owner or owner's agent shall make monthly inspections to ensure appropriate maintenance and security and shall provide evidence of such inspections to the City upon request.

Exterior property maintenance standards will be strictly enforced for all vacant structures on the registry.

Section PM-108.2.3 entitled "Vacant Structure Plan," is added to read as follows:

**PM-111.2.3 Vacant Structure Plan:** At the time a structure is initially registered as required under PM-111.2.2 a written vacant structure plan shall be submitted by the owner or agent to the Code Official. The plan shall provide a proposed date for demolition or detail what will be done to reoccupy and bring the building into compliance with all applicable codes, including building, health, fire, and safety laws, rules, and regulations within a specific time frame that is acceptable to the Code Official.

If demolition is not proposed, the plan shall include information regarding potential reuse and/or marketing of the structure, so as to ensure a good faith effort toward re-occupancy of the building. The plan shall also include provisions to correct all exterior code violations and interior and exterior safety issues. The services of a structural engineer may be required by the Code Official to certify the safety of the structure. The plan shall include provisions for securing the structure and continued security and prevention of trespass. If the mechanical systems of the structure are not to be maintained in an operational condition, winterization of systems must be completed and utilities properly terminated to the satisfaction of the Code Official.

Other than for emergency conditions that must be repaired immediately, the work provided in the plan shall be completed within six months of the date that the building is first registered under this Article. The Building Official may extend the period of compliance for an additional six months up to a period of two years from the date that the building was originally registered. This extension shall be granted only in instances where the owner has demonstrated a good faith effort to comply with the submitted plan.

The original vacant structures plan and time frame shall remain in effect despite a change of ownership. If there is a change of ownership, then a new registration statement shall be properly made within ten days from the date of said change indicating the names and/or addresses of the new owner(s). The new registration statement shall be made in the same manner and form as herein prescribed.

Section PM-111.2.4 entitled "Inspection of Vacant Structures," is added and reads as follows:

**PM-111.2.4 Inspection of Vacant Structures:** Upon registration of any building pursuant to Section PM-108.2.2, or when any such vacant building comes to the attention of the Code Official, they shall cause inspections to be made of the premises to determine the condition of such building and premises and whether there exists any fire, safety, or health hazards or violations on the premises. A registered vacant structure shall be inspected for code compliance prior to re-occupancy and clearance of the vacant structure plan.



Section PM-111.2.5 entitled "Standards for Closure," is added to read as follows:

**PM- 111.2.5 Standards for Closure:** Any structure required to be closed shall have all unsecured windows and doors sufficiently covered with a minimum of 1/2 inch exterior grade plywood or equivalent material, cut to fit over the opening, and firmly attached with screws to a one inch minimum depth spaced at the maximum of 12 inches apart. The plywood or equivalent material shall be suitably coated with an appropriate neutral color blending with or harmonizing with the exterior colors of the structure as inconspicuously as possible.

Section 111.4.2 entitled "Method of Service," is amended to read as follows:

**Section 111.4.2 Method of Service:** Such notice shall be deemed properly served where a copy thereof is served in accordance with one of the following methods:

1. A copy thereof is delivered to the owner personally.
2. A copy thereof is mailed to the owner by regular, first-class U.S. mail, postage prepaid.
3. A copy thereof is posted in a conspicuous place on the premises where the violation exists.

If the notice is served by mailing or posting, the service shall be deemed effective on the third day after mailing or posting. Service of such notice in the foregoing manner on the owner's authorized agent shall constitute service of notice on the owner.

Section PM-110.3 entitled "Failure to Comply," is amended to read as follows:

**PM-113.3 Failure to Comply:** Whenever the owner of a property fails to comply with a demolition order within the time prescribed, the Code Official shall seek a court order requiring the owner to demolish the said structure and upon failure to do so within a specified time, authorizing the Code Official to cause the structure or part thereof to be razed and removed. The costs incurred shall be reimbursed as specified by State Statute.

Section PM-202 entitled "General Definitions," is amended as follows:

### **PM-202 General Definitions**

**One-family dwelling:** A building containing one dwelling unit with not more than four unrelated persons.

### **Public Nuisance:**

1. The physical condition, or use of any premises regarded as a public nuisance at common law;
2. Any physical condition, use or occupancy of any premises or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations and unsafe fences or structures; or
3. Any premises which has unsanitary sewerage or plumbing facilities; or
4. Any premises designated as unsafe for human habitation or use; or
5. Any premises which is manifestly capable of being a fire hazard, or are manifestly unsafe or unsecure as to endanger life, limb or property; or
6. Any premises from which the plumbing, heating and/or facilities required by this code have been removed, or from which utilities have been disconnected, destroyed, removed or rendered ineffective, or the required precautions against trespassers have not been provided; or

7. Any premises which is unsanitary, or which is littered with rubbish or garbage, or which has an uncontrolled growth of weeds, or;
8. Any structure or building that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent so as not to provide shelter, in danger of collapse or failure and dangerous to anyone on or near the premises.

**Rooming house:** A building where group sleeping accommodations are provided for persons in one room, or a series of closely associated rooms, with an occupancy capacity of not more than 15 people, but more than four unrelated people on a regular basis, for compensation and by pre-arrangement for a specified period of time, under single management. Cooking facilities are to be common.

Section PM-302.3.1 entitled "Snow Removal" is added and reads as follows:

**Section PM-302.3.1 Snow Removal:** For buildings containing four or more dwelling units: when an accumulation of ice, sleet, freezing rain or a snow of two inches or more has occurred, the owner and/or property manager shall have all sidewalks, walkways, stairs and parking areas between public sidewalks, parking lots, or driveways and entrances to the dwelling units cleared within a 24 hour period and maintained in a reasonably clear condition.

Section PM-302.4 entitled "Weeds," is amended and reads as follows:

**PM-302.4 Weeds:** Premises and exterior property shall be maintained in accordance with the requirements of Chapter 11 of the Urbana Municipal Code as listed in Chapter 8-Referenced Standards.

Section PM-302.10 entitled "Storage Areas," is added and reads as follows:

**PM-302.10 Storage Areas:** All approved open salvage yards and open storage areas shall be completely obscured from surrounding property by a solid screen not less than six feet in height. Storage of debris, junk, or construction materials, which are not associated with an approved use, permitted by the Urbana Zoning Ordinance, or approved construction at that site, shall be prohibited.

Section PM-302.11 entitled "Loading Areas," is added and reads as follows:

**PM-302.11 Loading Areas:** All loading areas, automobile service stations, and drive-in food establishments shall be paved with bituminous, concrete, or equivalent surfacing and shall be free from dirt and other litter and kept in good repair. When lighted for nighttime use, lights shall not be permitted to cast directly upon dwellings nearby.

Section PM-302.12 entitled "Storage of Firewood, etc.," is added and reads as follows:

**PM-302.12 Storage of Firewood, etc.:** Building materials, lumber, firewood boxes, cartons, or other containers, machinery, scrap metal, junk, raw material, fabricated goods and other items shall not be stored in such a manner as to become infested with rodents. Stored items must be elevated at least 12 inches off the ground. Firewood, in piles exceeding 20 cubic feet, must be located at least 10 feet from buildings used for human habitation, and may be piled no more than six feet high, from the point of elevation above grade.

Section PM-304.10 entitled "Stairways, Decks, Porches, and Balconies," is amended to read as follows:

**PM-304.10 Stairways, Decks, Porches, and Balconies:** Every stair, porch, fire escape, balcony, and all appurtenances attached thereto shall be so constructed as to be safe to use and capable of supporting the anticipated loads and shall be maintained in sound condition and good repair. The treads and risers of every flight of stairs shall be uniform in width and height. Every stair, porch, and fire escape shall be maintained free of hazardous conditions such as snow, ice, mud, and other debris.

Section PM-304.15 entitled "Doors," is amended to read as follows:

**PM-304.15 Doors:** Every hinged exterior door or dwelling unit entrance door shall be made of metal or solid core wood construction, one and three-eighths inch minimum thickness and shall be equipped with an approved single-cylinder deadbolt locking hardware. Where observation is not otherwise provided, a peep sight shall be installed in all entrance door(s) to each dwelling unit. Patio type doors shall have locking hardware sufficient to prevent disengagement of the active panel. All door hardware shall be maintained in good condition.

Section PM-304.20 entitled "Parking Area Illumination," is added and reads as follows:

**PM-304.20 Parking Area Illumination:** Parking area lighting fixtures shall be maintained in good condition and in compliance with Zoning Ordinance listed in Chapter 8-Referenced Standards.

Section PM-305.3.4 entitled "Continual Flooding Incidents," is added and reads as follows:

**PM-305.1.2 Continual Flooding Incidents:** Continued or repeated incidents of building flooding as determined from the official records as provided in Section PM-105.6 of this Code will require the unit to be vacated without recourse under the provisions of Section PM-108.1 of this Code.

Section PM-305.3.5 entitled "Supplied Fixtures and Equipment," is added and reads as follows:

**PM-305.1.3 Supplied Fixtures and Equipment:** The owner or occupant of a structure or part thereof shall keep the supplied equipment and fixtures therein clean and sanitary, and shall be responsible for the exercise of reasonable care in their proper use and operation. The owner shall maintain the equipment and fixtures in a good and proper operating condition.

Section PM-305.1.4 entitled "Furnished by the Occupant," is added and reads as follows:

**PM-305.1.4 Furnished by the Occupant:** The equipment and fixtures furnished by the occupant of a structure shall be properly installed, and shall be maintained in good working condition, kept clean and sanitary, and free of defects, leaks, or obstructions.

Section PM-309.2 entitled "Owner," is amended and reads as follows:

**PM-309.2 Owner:** The owner of any structure shall be responsible for the continued vermin-free condition of the structure.

Section PM-309.3 entitled "Single Occupant," is amended and reads as follows:

**PM-309.3 Single Occupant:** The owner of a structure containing a single dwelling unit or of a single nonresidential structure shall be responsible for extermination on the premises except when infestation is caused by failure of an occupant to prevent such infestation.

Section PM-309.4 entitled "Multiple Occupancy," is amended and reads as follows:

**PM-309.4 Multiple Occupancy:** The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house, or a nonresidential structure shall be responsible for extermination in all areas of the structure and exterior property. When infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant shall be responsible for the cost of extermination.

Section PM-309.5 entitled "Occupant," is amended and reads as follows:

**PM-309.5 Occupant:** Continued or repeated incidents of rat infestation determined from the official records as provided in Section PM-105.6 of this Code shall require the installation of rat and vermin proof walls. The rat and vermin proof walls shall be installed in accordance with the Building Code listed in Chapter 8-Referenced Standards.

Section PM-502.3 entitled "Hotels," is amended to read as follows:

**PM-502.3 Hotels and Dormitories:** Where private water closets, lavatories, and baths are not provided, one water closet, one lavatory and one bathtub or shower accessible from a public hallway shall be provided for each ten occupants.

Section PM-503.1 entitled "Privacy," is amended to read as follows:

**PM-503.1 Privacy:** Toilet rooms and bathrooms shall provide privacy and shall not be used as the only passageway to a hall or other space, or to the exterior. A toilet room or bathroom in a dwelling unit shall be accessible from any sleeping room without passing through another sleeping room.

Section PM-503.1.1 entitled "Partitions," is added and reads as follows:

**PM-503.1.1 Partitions:** Every nonresidential structure that requires or supplies a water closet shall provide within the toilet room partitions, enclosures, or compartments for privacy and shall comply with fixture clearance requirements of the Plumbing Code listed in Chapter 8-Referenced Standards for such installations.

Section PM-602.2 entitled "Residential Occupancies," is amended and reads as follows:

**PM-602.2 Residential Occupancies:** Every dwelling shall be provided with heating facilities capable of maintaining a room temperature of 65 degrees Fahrenheit (18 degrees Celsius) at a level of three feet (914 mm) above the floor and at a distance of three feet (914 mm) from the exterior walls in all habitable rooms, bathrooms, and toilet rooms based on the outside design temperature required for the locality by the Mechanical Code listed in Chapter 8-Referenced Standards.

PM-602.3 entitled "Heat Supply" is amended and reads as follows:

**PM-602.3 Heat Supply:** Every owner and operator of any building who rents, leases, or lets one or more dwelling unit, rooming unit, dormitory, or guest room on terms, either express or

implied, to furnish heat to the occupants thereof shall supply sufficient heat during the period from September 15 to May 15 to maintain a room temperature of not less than 65 degrees Fahrenheit, (18 degrees Celsius) in all habitable rooms, bathrooms, and toilet rooms at all times. The temperature shall be measured at a point three feet (914 mm) above the floor and three feet (914 mm) from the exterior walls. When the outdoor temperature is below the outdoor design temperature required for the locality by the Mechanical Code listed in Chapter 8, the owner or operator shall not be required to maintain the minimum room temperatures, provided the heating system is operating at full capacity, with supply valves and dampers in a full open position.

Section PM-602.4 entitled "Occupiable Work Space," is amended to read as follows:

**PM-602.4 Occupiable Work Space:** Every enclosed occupied work space shall be supplied with sufficient heat during the period from September 15 to May 15 to maintain a temperature of not less than 65 degrees Fahrenheit, (18 degrees Celsius) during all working hours

**EXCEPTIONS:**

1. Processing, storage, and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

Section PM-603.1.1 entitled "Fuel Burning Appliances," is added and reads as follows

**PM-603.1.1 Fuel Burning Appliances:** No fuel burning appliances or equipment shall be located in sleeping rooms, bathrooms, clothes closets, or in closets or confined spaces opening into bathrooms or bedrooms.

Section PM-603.7 entitled "Boiler Inspection," is added and reads as follows:

**PM-603.7 Boiler Inspection:** Boiler(s) and pressure vessel(s) serving more than six (6) units or over 200,000 BTU shall be inspected in accordance with the requirements of the State of Illinois Office of the State Fire Marshal Division of Boiler and Pressure Vessel Safety. A current copy of the inspection certificate shall be posted in the boiler room.

Section PM-603.8 entitled "Fireplaces," is added to read as follows:

**PM-603.8 Fireplaces:** Fireplaces and solid burning appliances shall be stable and structurally safe, and connected to an approved chimney or flue. Wood burning appliances shall be installed and maintained in accordance with the manufacturer's specifications and the Mechanical Code listed in Chapter 8-Referenced Standards.

Section PM-605.1 entitled "Installation," is amended to read as follows:

**PM-605.1 Installation:** All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner. Overcurrent devices shall be sized according to the ampacity of the distribution wire. All plug type fuses shall be type "S" non-tamperable. All switches, receptacles, and junction boxes shall have approved cover plates, be securely mounted, and all electrical receptacles shall have adequate tension.

Section PM-605.1.1 entitled "Outlet Extensions," is added and reads as follows:

**PM-605.1.1 Outlet Extensions:** The use of extension cords and outlet multipliers are prohibited.

**EXCEPTIONS:**

1. Temporary extensions, when sized appropriately.
2. Devices with circuit/overload protection.

Section PM-605.2 entitled "Receptacles," is amended to read as follows:

**PM-605.2 Receptacles:** Every habitable space or dwelling shall contain at least two separate and remote duplex receptacle outlets. Habitable spaces and dwelling units of 120 square feet in area shall have at least three separate and remote duplex outlets. Every laundry area shall contain at least one grounded type receptacle. Every bathroom shall contain at least one wall mounted ground fault circuit interrupter, (GFCI) protected receptacle. All electrical receptacles within six feet of a sink and exterior receptacles shall be GFCI protected.

Section PM-605.3 entitled "Luminaires," is amended to read as follows:

**PM-605.3 Luminaires:** Every outdoor entrance, interior hallway, stairway, kitchen, water closet compartment, bathroom, laundry room, mechanical room, and other spaces used for storage or containing equipment requiring servicing shall be illuminated by at least one approved electric lighting fixture.

Section PM-702.5 entitled "Fire Escape Stairs," is added and reads as follows:

**PM-702.5 Fire Escape Stairs:** Fire escape stairs may be used as an element of the required means of egress, subject to the requirements and limitations of Section 504 of the *International Existing Building Code* and Table PM-702.5. Fire escape stairs shall be exposed to the smallest number of door and window openings possible.

**TABLE PM-702.5**

Minimum Fire Escape Dimensions	
Minimum Widths	18 inches (45.7 cm) clear between rails
Minimum Horizontal	18 inches (45.7 cm)
Dimension any Landing or Platform	clear
Maximum Riser Height	12 inches (30.5 cm)
Minimum Tread, Exclusive of Nosing	8 inches
Minimum Nosing or Projection Construction	No requirement
Construction	Compliance with the Existing Building Code
Winders	Permitted subject to capacity penalty
Risers	No requirement
Spiral	Permitted subject to capacity penalty
Maximum Height Between Landing	12 feet (3.7 m)
Headroom, Minimum	6 feet, 8 inches (203 cm)
Handrail Height	42 inches (107 cm)
Access to Escape	Windows
Level of Access Opening	Same



Discharge to Ground	Swinging stair or ladder if approved by authority having jurisdiction
Capacity, Number of Persons	10; if winders or ladder from bottom balcony, 5; if both, 1

Section PM-702.8.1 entitled "Access," is added and reads as follows:

**PM-702.8.1 Access:** Access to a fire escape stair shall be directly to a balcony, landing, or platform. These shall be no higher than the floor or window sill level and no lower than eight inches below the floor level nor 18 inches below the window sill.

Section PM-704.1.2.1 entitled "Fire Alarm System," is added and reads as follows:

**PM-704.1.2.1 Fire Alarm System:** Fire alarm systems required by the *International Fire Code* listed in Chapter 8-Referenced Standards. Including previously approved local fire alarm systems shall be monitored by December 31, 2027.

Section PM-704.1.4 entitled "Fire Extinguishers," is added and reads as follows:

**PM-704.1.4 Fire Extinguishers:** Portable fire extinguishers shall be installed and maintained in all occupancies other than one- and two-family dwellings in accordance with the *International Fire Code* listed in Chapter 8-Referenced Standards. All residential occupancies shall have a minimum 2A10BC extinguisher per floor level accessible to all occupants of that floor and not greater than a travel distance of 75 feet, except that multiple family dwellings may have a minimum of one 1A10BC extinguisher located in each dwelling unit. All fire extinguishers shall be maintained in accordance with NFPA 10.

**Secs. 5-81 - 5-90. Reserved.**



**ARTICLE X – RESERVED**

***Secs. 5-91 - 5-200. Reserved.***



## ARTICLE XI – FLOOD HAZARD AREAS

### **Section 5-201. Purpose.**

This Article is enacted pursuant to the police powers granted to the City by the Illinois Municipal Code (65 ILCS 5/1-2-1, 5/11-12-12, 5/11-30-2, 5/11-30-8 and 5/11-31-2). The purpose of this Article is to maintain this City's eligibility in the National Flood Insurance Program; to minimize potential losses due to periodic flooding including loss of life, loss of property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare; and to preserve and enhance the quality of surface waters, conserve economic and natural values and provide for the wise utilization of water and related land resources. This Article is adopted in order to accomplish the following purposes:

- A. To meet the requirements of 615 ILCS 5/18(g) Rivers, Lakes and Streams Act;
- B. To prevent unwise developments from increasing flood or drainage hazards to others;
- C. To protect new buildings and major improvements to buildings from flood damage;
- D. To promote and protect the public health, safety, and general welfare of the citizens from the hazards of flooding;
- E. To maintain property values and a stable tax base by minimizing the potential for creating blight areas;
- F. To comply with the rules and regulations of the National Flood Insurance Program codified as 44 CFR 59-79, as amended;
- G. To fulfill the requirements of the National Flood Insurance Program so that federally subsidized flood insurance may be available, and
- H. To preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits, and enhance community and economic development.

### **Section 5-202. Definitions.**

Unless specifically defined below, all words used in this article shall have their common meanings. The word "shall" means the action is mandatory.

For the purposes of this article, the following definitions are adopted:

**Accessory Structure** A non-habitable building, used only for parking of vehicles or storage, that is on the same parcel of property as the principal building and which is incidental to the use of the principal building.

**Agricultural Structure** A walled and roofed structure used exclusively for agricultural purposes or uses in connection with the production, harvesting, storage, raising, or drying of agricultural commodities and livestock, including aquatic organisms. Structures that house tools or equipment used in connection with these purposes or uses are also considered to have agricultural purposes or uses.

**Base Flood** The flood having a one percent (1%) probability of being equaled or exceeded in any given year. The base flood is often referred to as the 100-year flood. The base flood elevation at any location is as defined in Section 5-203 of this article.

**Base Flood Elevation (BFE)** The height in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified, or as may be amended from time to time) of the crest of the base flood.

**Basement** Any portion of the building, including any sunken room or sunken portion of a room, which is at least one-half below grade and having its floor below ground level (subgrade) on all sides.

**Building** A walled and roofed structure, including gas or liquid storage tank, that is principally above ground including manufactured homes and prefabricated buildings. The term also includes recreational vehicles and travel trailers installed on a site for more than one hundred eighty (180) days per year.

**City Engineer** The person who holds the position of City Engineer for the City of Urbana or the employees of the City Engineering Division to whom the City Engineer report and are designated to perform the duties thereto.

**Conditional Letter of Map Revision (CLOMR)** A letter providing FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing Floodway, the effective BFEs, or the SFHA.

**Critical Facility** Any facility which is critical to the health and welfare of the population and, if flooded, would create an added dimension to the disaster. Damage to these critical facilities can impact the delivery of vital services, can cause greater damage to other sectors of the community, or can put special populations at risk.

**Dam** All obstructions, wall embankments or barriers, together with their abutments and appurtenant works, if any, constructed for the purpose of storing or diverting water or creating a pool. Dams may also include weirs, restrictive culverts, or impoundment Structures. Underground water storage tanks are not included.

**Development** Any man-made change to real estate including, but not necessarily limited to:

1. demolition, construction, reconstruction, repair, placement of a building, or any structural alteration to a building;
2. substantial improvement of an existing building;
3. installation of a manufactured home on a site, preparing a site for a manufactured home, or installing a travel trailer on a site for more than one hundred eighty (180) days per year;
4. installation of utilities, construction of roads, bridges, culverts or similar projects;
5. redevelopment of a site, clearing of land as an adjunct of construction
6. construction or erection of levees, dams, walls, or fences;
7. drilling, mining, filling, dredging, grading, excavating, paving, or other alterations of the ground surface;
8. storage of materials including the placement of gas and liquid storage tanks, and channel modifications or any other activity that might change the direction, height, or velocity of flood or surface waters.



“Development” does not include resurfacing of pavement when there is no increase in elevation; construction of farm fencing; or gardening, plowing, and similar practices that do not involve filling, grading, or construction of levees.

**Development Permit** Written approval of compliance with this article from the City Engineer granted along with one or more City permits applicable to the development. See Section 5-205 for more details on permitting of work within the floodplain.

**Elevation Certificate** A form published by FEMA that is used to certify the elevation to which a Building has been constructed.

**Extraterritorial Jurisdiction** The unincorporated territory lying within one and one-half (1½) miles of the Corporate Limits of the City where the City has development authority, excluding the areas located within the development jurisdiction of another municipality.

**FEMA** Federal Emergency Management Agency and its regulations at 44 CFR 59-79, as amended.

**Flood** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, or from the unusual and rapid accumulation or runoff of surface waters from any source. Flood also includes the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in a general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters.

**Flood Fringe** That portion of the floodplain outside of the regulatory floodway.

**Flood Insurance Rate Map (FIRM)** A map prepared by the FEMA that depicts the floodplain or special flood hazard area (SFHA) within a community. This map includes insurance rate zones and may or may not depict floodways and show BFEs.

**Flood Insurance Study** An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**Floodplain and Special Flood Hazard Area (SFHA)** These two terms are synonymous. Those lands within the jurisdiction of the City, including the extraterritorial jurisdiction of the City or that may be annexed into the City, which are subject to inundation by the base flood. The floodplains of the City are generally identified as such on panel numbers 17019C0313D, 17019C0314D, 17019C0318D, 17019C0325D, 17019C0426D, 17019C0427D, 17019C0429D, 17019C0431D, and 17019C0450D of the countywide FIRM of Champaign County prepared by the FEMA and effective October 2, 2013, as amended. Floodplain also includes those areas of known flooding as identified by the City Engineer.

**Floodproofing** Any combination of structural or nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate, property and their contents.

**Floodproofing Certificate** A form published by the FEMA that is used to certify that a building has been designed and constructed to be structurally dry floodproofed to the flood protection elevation.

**Flood Protection Elevation (FPE)** The elevation of the base flood plus one foot of freeboard at any given location in the floodplain.

**Floodway** That portion of the floodplain required to store and convey the base flood. The floodway for the floodplains of Boneyard Creek, McCullough Creek, and Saline Branch shall be as delineated on the countywide FIRM of Champaign County prepared by FEMA and effective October 2, 2013, as amended. The floodways for each of the remaining floodplains of the City shall be according to the best data available from the FEMA, State, or other sources.

**Freeboard** An increment of elevation added to the BFE to provide a factor of safety for uncertainties in calculations, future watershed development, unknown localized conditions, wave actions and unpredictable effects such as those caused by ice or debris jams.

**Historic Structure** Any structure that is:

1. Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register.
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district.
3. Individually listed on the state inventory of historic places by the IDNR/HPD.
4. Individually listed as a Local Landmark on a local inventory of historic places that has been certified by the IDNR/HPD.
5. Listed as a Contributing Property to a Local Historic District on a local inventory of historic places that has been certified by the IDNR/HPD.

**IDNR/HPD** Illinois Department of Natural Resources/Historic Preservation Division

**IDNR/OWR** Illinois Department of Natural Resources/Office of Water Resources.

**IDNR /OWR Jurisdictional Stream** IDNR/OWR has jurisdiction over any stream serving a tributary area of 640 acres or more in an urban area, or in the floodway of any stream serving a tributary area of 6,400 acres or more in a rural area. Construction on these streams requires a permit from the IDNR/OWR. (Ill Admin. Code tit. 17, pt. 3700.30). The IDNR/OWR may grant approval for specific types of activities by issuance of a statewide permit which meets the standards defined in Section 5-206 of this article.

**Letter of Map Amendment (LOMA)** Official determination by FEMA that a specific building, defined area of land, or a parcel of land, where there has not been any alteration of the topography since the date of the first NFIP map showing the property within the floodplain, was inadvertently included within the floodplain and that the building, defined area of land, or a parcel of land is removed from the floodplain.

**Letter of Map Revision (LOMR)** Letter that revises BFEs, floodplains or floodways as shown on an effective FIRM.

**LOMR-F** Letter of Map Revision Based on Fill

**Lowest Floor** The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or

storage in an area other than a basement area is not considered a building's lowest floor. Provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Section 5-207 of this article.

**Manufactured Home** A building, transportable in one or more sections that is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. For the purpose of this article, mobile homes are included as a type of Manufactured Home.

**Manufactured Home Park or Subdivision** A parcel (or contiguous parcels) of land divided into two or more lots for rent or sale.

**Manufactured Home Park or Subdivision, Existing** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed or buildings to be constructed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

**Manufactured Home Park or Subdivision, Expansion to an Existing** The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**Manufactured Home Park or Subdivision, New** A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed or buildings to be constructed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by the City.

**New Construction** Structures for which the start of construction commenced on or after the effective date of floodplain management regulations adopted by the City and includes any subsequent improvements of such structures.

**NFIP** National Flood Insurance Program.

**NAVD 88** North American Vertical Datum of 1988. NAVD 88 supersedes the National Geodetic Vertical Datum of 1929 (NGVD).

**Recreational Vehicle** A vehicle without permanent foundation which is four hundred (400) square feet or less in size, when measured at the largest horizontal projection, and can be towed, hauled, or driven and is primarily designed as a temporary living accommodation for recreational, camping, and travel use. Recreational vehicles include but are not limited to travel trailers, truck campers, camping trailers and self-propelled motor homes.

**Repetitive Loss** Flood related damages sustained by a structure on two or more separate occasions during a ten-year period for which the cost of repairs at the time of each such flood event on the average equals or exceeds twenty-five percent (25%) of the market value of the structure before the damage occurred.

**SFHA** See definition of floodplain.

**Start of Construction** Includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement or other improvement, is within one hundred eighty (180) days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation or placement of a manufactured home on a foundation. For a substantial improvement, actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building whether or not that alteration affects the external dimensions of the building.

**Structure (see “Building”)** Any building, or any man-made change to the land constructed on or below the ground including any addition to a building; gas or liquid storage tanks; installing utilities, construction of roads or similar projects; construction or erection of levees, walls, fences, bridges or culverts.

**Substantial Damage** Damage of any origin sustained by a structure whereby the cumulative percentage of damage during the life of the building equals or exceeds fifty percent (50%) of the market value of the structure before the damage occurred regardless of actual repair work performed. Volunteer labor and materials must be included in this determination. The term includes “Repetitive Loss” (see definition).

**Substantial Improvement** Any reconstruction, rehabilitation, addition or improvement of a structure taking place during a ten (10) year period in which the cumulative percentage of improvements equals or exceeds fifty percent (50%) of the market value of the structure before the improvement or repair is started, or increases the floor area by more than twenty percent (20%).

“Substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. This term includes structures which have incurred repetitive loss or substantial damage, regardless of the actual repair work done.

The term does not include:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to assure safe living conditions, or
2. Any alteration of a structure listed on the National Register of Historic Places or the Illinois Register of Historic Places.

### **Section 5-203. Base Flood Elevation.**

This article’s protection standard is the base flood. The best available base flood data are listed below. Whenever a party disagrees with the best available data, the party shall finance the detailed engineering study needed to replace the existing data with better data and submit it to the FEMA and IDNR/OWR for approval prior to any development of the site.

- A. The BFE for the floodplains of Boneyard Creek, McCullough Creek, and Saline Branch shall be as delineated on the base flood profiles in the countywide Flood Insurance Study of Champaign County prepared by the FEMA and effective October 2, 2013, as amended.

- B. The BFE for each floodplain delineated as an “AH Zone” or AO Zone” shall be that elevation (or depth) delineated on the countywide FIRM of Champaign County.
- C. The BFE for each of the remaining floodplains delineated as an “A Zone” on the countywide FIRM of Champaign County shall be according to the best data available from federal, state, or other sources. Should no other data exist, an engineering study must be financed by the applicant to determine BFEs.
- D. The BFE for the floodplains of those parts of unincorporated Champaign County that are within the extraterritorial jurisdiction of the City, or that may be annexed into the City, shall be as delineated on the base flood profiles in the Flood Insurance Study of Champaign County prepared by the FEMA and effective October 2, 2013, as amended.

#### **Section 5-204. Duties of the City Engineer.**

The City Engineer shall be responsible for the general administration of this article and ensure that all development activities within the floodplains under the jurisdiction of the City meet the requirements of this article. Specifically, the City Engineer shall:

- A. Check all new development sites to determine if they are in the floodplain using the criteria listed in Section 5-203, Base Flood Elevation or for critical facilities, using the 0.2% annual chance flood elevation, if defined.
- B. Process development permits and any permit extensions in accordance with Section 5-205.
- C. Ensure that all development in a floodway (or a floodplain with no delineated floodway) meets the damage prevention requirements of Section 5-206.
- D. Ensure that the building protection requirements for all buildings subject to Section 5-207 are met and maintain a record of the “as-built” elevation of the lowest floor (including basement), elevation certificate, or floodproofing certificate.
- E. Review Elevation Certificates for accuracy and require incomplete or deficient certificates to be corrected.
- F. Ensure that all subdivisions and annexations meet the requirements of Section 5-208 and notify FEMA in writing whenever the corporate boundaries have been modified by annexation.
- G. Ensure that water supply and waste disposal systems meet the Public Health standards of Section 5-209.
- H. If a variance is requested, ensure that the requirements of Section 5-211 are met and maintain documentation of any variances granted.
- I. Inspect all development projects and take any and all penalty actions outlined in Section 5-213 as a necessary to ensure compliance with this article.
- J. Ensure that applicants are aware of any and all other required local, state, and federal permits; including permits pertaining to IDNR/OWR floodway and dam safety rules, Clean Water Act, Public Water Supply, Endangered Species Act, Illinois Endangered and Species Protection Act. The applicant is responsible for obtaining all applicable local, state, and federal permits.
- K. Notify IDNR/OWR and any neighboring communities prior to any alteration or relocation of a watercourse.

- L. Provide information and assistance to citizens upon request about permit procedures and floodplain construction techniques.
- M. Cooperate with state and federal floodplain management agencies to coordinate base flood data and to improve the administration of this article.
- N. Maintain for public inspection base flood data, floodplain maps, copies of state and federal permits, and any other documentation of compliance for development activities subject to this article.
- O. Notify FEMA and IDNR/OWR of any proposed amendments to this article.
- P. Perform site inspections to ensure compliance with this article and make substantial damage determinations for structures within the floodplain.
- Q. Maintain the accuracy of floodplain maps including notifying IDNR/OWR and/or submitting information to FEMA within six months whenever a modification of the floodplain may change the BFE or result in a change to the floodplain map.
- R. Schedule an annual inspection of the floodplain and document the results of the inspection.
- S. Establish procedures for administering and documenting determinations, as outlined below, of substantial improvement and substantial damage:
  1. Determine the market value by approximating it as three (3) times the assessed value from tax assessment data or require the applicant to obtain an appraisal of the market value, prepared by a qualified independent appraiser, of the building before the start of construction of the proposed work. In the case of repair, the market value of the Building shall be the market value before the damage occurred and before any repairs are made.
  2. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building.
  3. Determine and document whether the proposed work constitutes substantial improvement or substantial damage.
  4. Notify property owner of all determinations and responsibilities for permitting and mitigation.

#### **Section 5-205. Permitting Development within the Floodplain.**

A. The City Engineer will review a development for compliance with this article concurrently with the review for one or more of the following applications: Building Permit (as governed by Chapter 21 of the City Code of Ordinances), Right-of-Way and Utility Permit (as governed by Chapter 20 of the City Code of Ordinances), or Boneyard Creekway Permit (as governed by Section XIII-4 of the Zoning Ordinance). The City does not have a separate permit application for floodplain development.

1. No person, firm, corporation, or governmental body, not exempted by law, shall commence any development in the floodplain without first obtaining a development permit from the City Engineer.



2. No person, firm, corporation, or governmental body shall commence any development of a critical facility on land below the 0.2% annual chance flood elevation without first obtaining a development permit from the City Engineer.
  3. The City Engineer shall only issue a permit for development activities, including new construction and substantial improvements, in the floodplain, which meet the requirements of this article.
- B. The application for development permit shall be accompanied by:
1. A site plan or drawings, drawn to scale using NAVD 88, showing:
    - a. property lines and dimensions,
    - b. existing grade elevations,
    - c. all changes in grade resulting from excavation or filling,
    - d. description of the benchmark or source of survey elevation control
    - d. sewage disposal facilities,
    - e. water supply facilities,
    - f. floodplain limits based on elevation or depth, as applicable;
    - g. floodway limits, as applicable;
    - h. the location and dimensions of all buildings and additions to buildings;
    - i. the location and dimensions of all structures, including but not limited to fences, culverts, decks, gazebos, agricultural structures, and accessory structures;
    - j. the elevation of the lowest floor (including basement) of all proposed buildings subject to the requirements of Section 5-207 of this article.
  2. Cost of project or improvements, including all materials and labor, as estimated by a licensed engineer or architect. A signed estimate by a contractor may also meet this requirement.
- C. Upon receipt of an application for a development permit, the City Engineer shall compare the elevation of the site to the BFE.
1. Any development located on land that is shown by survey elevation to be below the current BFE is subject to the provisions of this article.
  2. Any development located on land shown to be below the BFE and hydraulically connected to a flood source, but not identified as floodplain on the current FIRM, is subject to the provisions of this article.
  3. Any development located on land that can be shown by survey data to be higher than the current BFE and which has not been filled after the date of the site's first flood map showing the site in the floodplain, is not located in a mapped floodway, or located in a Zone A, is not in the floodplain and therefore not subject to the provisions of this article. A LOMR-Floodway is required before developing land inadvertently included in a mapped floodway. Unless a LOMR is obtained, all provisions of this article apply if the land is located in a Zone A.
  4. Any development located on land that is above the current BFE but will be graded to an elevation below the BFE, is subject to the provisions of this article.

5. The City Engineer shall maintain documentation of the existing ground elevation at the development site and certification that this ground elevation existed prior to the date of the site's first FIRM identification.
  6. The City Engineer shall be responsible for obtaining from the applicant copies of all other federal, state, and local permits, approvals or permit-not-required letters that may be required for this type of activity. The City Engineer shall not issue a permit unless all other federal, state, and local permits have been obtained.
- D. Upon receipt of a development permit application for a critical facility, the City Engineer shall compare the elevation of the site to the 0.2% annual chance flood elevation, if available. Refer to Section 5-209. A. 5. for critical facility site requirements.
- E. A development permit or approval shall become invalid unless the actual Start of Construction, as defined, for work authorized by such permit, is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. All permitted work shall be completed within one year after the date of issuance of the permit, unless authorized by the City Engineer on a case by case basis, or the permit shall expire. Time extensions may be granted, in writing, by the City Engineer. Time extensions shall be granted only if the original permit is compliant with this article and the FIRM and FIS in effect at the time the extension is granted.
- F. Certification and As-Built Documentation. The applicant is required to submit certification by a licensed professional engineer or registered land surveyor that the finished fill and building elevations were accomplished in compliance with Section 5-207 of this article. Floodproofing measures must be certified by a registered professional engineer or registered architect as being compliant with applicable floodproofing standards. Accessory structures designed in accordance with Section 5-207 of this article are exempt from certification, provided sufficient compliance with the development permit are documented. FEMA Elevation Certificate and Floodproofing Certificate forms may be required as documentation of compliance.

An as-built grading plan, prepared by a registered professional engineer may be required to certify that any development in floodplain, such as grading or the construction of bridges or culverts, are in substantial conformance with the development permit.

No building, land or structure may be occupied or used in any manner until a letter or certificate has been issued by the City Engineer stating that the use of the building or land conforms to the requirements of this article.

The City Engineer must maintain records in perpetuity documenting compliance with this article, including the elevation to which structures and alterations to structures are constructed or floodproofed.

### **Section 5-206. Preventing Increased Flood Heights and Resulting Damages.**

Within any floodway identified on the countywide FIRM, and within all other floodplains where a floodway has not been delineated, the following standards shall apply:

- A. Except as provided in subsection B herein, no development shall be allowed which, acting in combination with existing and anticipated development will cause any increase in flood

heights or velocities or threat to public health and safety. The following specific development activities shall be considered as meeting this requirement:

1. Bridge and culvert crossings of streams in rural areas meeting the conditions of the IDNR/OWR Statewide Permit Number 2.
  2. Barge fleeting facilities meeting the conditions of IDNR/OWR Statewide Permit Number 3.
  3. Aerial utility crossings meeting the conditions of IDNR/OWR Statewide Permit Number 4.
  4. Minor boat docks meeting the conditions of IDNR/OWR Statewide Permit Number 5.
  5. Minor, non-obstructive activities such as underground utility lines, light poles, sign posts, driveways, athletic fields, patios, playground equipment, minor storage buildings not exceeding 70 square feet and raising buildings on the same footprint which does not involve fill and any other activity meeting the conditions of IDNR/OWR Statewide Permit Number 6.
  6. Outfall Structures and drainage ditch outlets meeting the conditions of IDNR/OWR Statewide Permit Number 7.
  7. Underground pipeline and utility crossings meeting the conditions of IDNR/OWR Statewide Permit Number 8.
  8. Bank stabilization projects meeting the conditions of IDNR/OWR Statewide Permit Number 9.
  9. Accessory structures and additions to existing residential buildings meeting the conditions of IDNR/OWR Statewide Permit Number 10.
  10. Minor maintenance dredging activities meeting the conditions of IDNR/OWR Statewide Permit Number 11.
  11. Bridge and culvert replacement structures and bridge widening meeting the following conditions of IDNR/OWR Statewide Permit Number 12.
  12. Temporary construction activities meeting the conditions of IDNR/OWR Statewide Permit Number 13.
  13. Any development determined by IDNR/OWR to be located entirely within a flood fringe area shall be exempt from state floodway permit requirements.
- B. Other development activities not listed in subsection A above may be permitted only if:
1. Permit has been issued for the work in an IDNR/OWR Jurisdictional Streams by IDNR/OWR (or written documentation from IDNR/OWR is provided that an IDNR/OWR permit is not required), or
  2. Sufficient data has been provided to FEMA when necessary, and approval obtained from FEMA for a revision of the regulatory map and BFE.

### Section 5-207. Protecting Buildings.

- A. In addition to the state permit and damage prevention requirements of Section 5-206 of this article, all buildings located in the floodplain shall be protected from flood damage below the FPE. This building protection requirement applies to the following situations:
1. Construction or placement of a new building or alteration or addition to an existing building.
  2. Value of improvements equals or exceeds the market value by fifty percent (50%). Improvements shall be figured cumulatively during the life of the building. If substantially improved, the existing structure and the addition must meet the flood protection standards of this section.
  3. Repairs made to a substantially damaged building. These repairs shall be figured cumulatively during the life of the building. If substantially damaged, the entire structure must meet the flood protection standards of this section within 24 months of the date the damage occurred.
  4. Installing a manufactured home on a new site or a new manufactured home on an existing site. The building protection requirements do not apply to returning a manufactured home to the same site it lawfully occupied before it was removed to avoid flood damage.
  5. Installing a travel trailer or recreational vehicle on a site for more than one hundred eighty (180) days per year.
  6. Repetitive loss to an existing building as defined in Section 5-202.
  7. Construction or placement of a new building or alteration or addition to an existing building with the low floor below BFE following a LOMR-F in accordance with the conditions outlined in Section 5-209. E.
- B. Residential or non-residential buildings can meet the building protection requirements by one of the following methods:
1. The building may be constructed on permanent land fill with the lowest floor including basement at or above the FPE in accordance with the following conditions:
    - a. The lowest floor (including basement) shall be at or above the FPE.
    - b. The fill shall be placed in layers no greater than six inches before compaction and should extend at least twenty (20) feet beyond the foundation before sloping below the FPE in lieu of a geotechnical report.
    - c. The fill shall be protected against erosion and scour during flooding by vegetative cover, riprap, or other structural measure.
    - d. The fill shall be composed of rock or soil and not incorporated debris or refuse material.
    - e. The fill shall not adversely affect the flow of surface drainage from or onto neighboring properties and when necessary stormwater management techniques, such as swales or basins, shall be incorporated.
  2. The building may be elevated on solid walls in accordance with the following:
    - a. The building or improvements shall be elevated on stilts, piles, walls, crawlspace, or other foundation that is permanently open to flood waters.

- b. All components located below the FPE shall be constructed of materials resistant to flood damage.
  - c. The lowest floor and all electrical, heating, ventilating, plumbing, and air conditioning equipment shall be located at or above the FPE.
  - d. If walls are used, all enclosed areas below the FPE shall provide for equalization of hydrostatic pressures by allowing the automatic entry and exit of floodwaters. At least two (2) walls must have a minimum of one (1) permanent opening that is below the BFE and no more than one (1) foot above finished grade. The openings shall provide a total net area of not less than one (1) square inch for every one (1) square foot of enclosed area subject to flooding below the BFE, or the design must be certified by a Registered P.E. as providing the equivalent performance in accordance with accepted standards of practice. Refer to FEMA TB 1, Openings in Foundation Walls and Walls of Enclosures, for additional guidance.
  - e. The foundation and supporting members shall be anchored, designed, and certified so as to minimize exposure to hydrodynamic forces such as current, waves, ice, and floating debris.
    - i. Water and sewer pipes, electrical and telephone lines, submersible pumps, and other service facilities may be located below the FPE provided they are waterproofed.
    - ii. The area below the FPE shall be used solely for parking or building access and not later modified or occupied as habitable space.
    - iii. In lieu of the above criteria, the design methods to comply with these requirements may be certified by a licensed professional engineer or architect.
3. The building may be constructed with a crawlspace located below the FPE provided that the following conditions and requirements of FEMA TB 11, Crawlspace Construction for Buildings Located in Special Flood Hazard Areas, whichever are more restrictive, are met:
- a. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
  - b. All enclosed areas below the FPE shall provide for equalization of hydrostatic pressures by allowing the automatic entry and exit of floodwaters. A minimum of one (1) permanent opening shall be provided on at least two walls that is below the BFE and no more than one (1) foot above finished grade. The openings shall provide a total net area of not less than one (1) square inch for every one (1) square foot of enclosed area subject to flooding below the BFE, or the design must be certified by a Registered P.E. as providing the equivalent performance in accordance with accepted standards of practice. Refer to FEMA TB 1, Openings in Foundation Walls and Walls of Enclosures, for additional guidance.
  - c. The interior height of the crawlspace measured from the interior grade of the crawlspace to the top of the foundations wall must not exceed four (4) feet at any point.

- d. An adequate drainage system must be installed to remove floodwaters from the interior area of the crawlspace within a reasonable period of time after a flood event.
  - e. Portions of the building below the FPE must be constructed with materials resistant to flood damage, and
  - f. Utility systems within the crawlspace must be elevated above the FPE.
- C. Non-residential buildings may be structurally dry floodproofed (in lieu of elevation) provided a licensed professional engineer or architect certifies that:
- 1. Below the FPE the structure and attendant utility facilities are watertight and capable of resisting the effects of the base flood.
  - 2. The building design accounts for flood velocities, duration, rate of rise, hydrostatic and hydrodynamic forces, the effects of buoyancy, and the impact from debris and ice.
  - 3. Floodproofing measures will be incorporated into the building design and operable without human intervention and without an outside source of electricity.
  - 4. Levees, berms, floodwalls, and similar works are not considered floodproofing for the purpose of this subsection.
- D. Manufactured homes to be permanently installed on site shall be:
- 1. Elevated to or above the FPE in accordance with Section 5-207. B, and
  - 2. anchored to resist flotation, collapse, or lateral movement by being tied down in accordance with the rules and regulations for the Illinois Mobile Home Tie-Down Act issued pursuant to 77 Ill. Adm. Code § 870.
- E. Travel trailers and recreational vehicles on site for more than one hundred eighty (180) days per year shall meet the elevation requirements of section 5-207. D unless the following conditions are met:
- 1. The vehicle must be either self-propelled or towable by a light duty truck.
  - 2. The hitch must remain on the vehicle at all times.
  - 3. The vehicle must not be attached to external structures such as decks and porches
  - 4. The vehicle must be designed solely for recreation, camping, travel, or seasonal use rather than as a permanent dwelling.
  - 5. The vehicles must have a total area not exceeding four hundred (400) square feet measured when measured at the largest horizontal projection.
  - 6. The vehicle's wheels must remain on axles and inflated.
  - 7. Air conditioning units must be attached to the frame so as to be safe for movement of the floodplain.
  - 8. Propane tanks as well as electrical and sewage connections must be quick-disconnect.
  - 9. The vehicle must be licensed and titled as a recreational vehicle or park model, and must either:
    - a. entirely be supported by jacks, or



- b. have a hitch jack permanently mounted, have the tires touching the ground and be supported by block in a manner that will allow the block to be easily removed by used of the hitch jack.

F. Detached accessory structures may be permitted provided the following conditions are met:

1. The structure must be non-habitable.
2. The structure must be used only for parking and storage and cannot be modified later into another use.
3. The structure must be located outside of the floodway or have the appropriate state and/or federal permits.
4. The exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the BFE, must be built with flood-resistant materials.
5. All utilities, mechanical, and electrical must be elevated above the FPE.
6. The structure must have at least one permanent opening on at least two walls not more than one (1) foot above grade with one (1) square inch of opening for every one (1) square foot of floor area.
7. The structure must be no more than one story in height and no more than six hundred (600) square feet in size.
8. The structure shall be anchored to resist floatation, collapse, lateral movement, and overturning.
9. All flammable or toxic materials (gasoline, paint, insecticides, fertilizers, etc.) shall be stored above the FPE.
10. The lowest floor elevation should be documented and the owner advised of the flood insurance implications.

### **Section 5-208. Subdivision Requirements.**

The City Engineer shall take into account hazards, to the extent that they are known, in all official actions related to land management use and development.

- A. New subdivisions, manufactured home parks, annexation agreements, planned unit developments, and additions to manufactured home parks and subdivisions shall meet the damage prevention and building protections standards of Sections 5-206 and 5-207 of this article.
- B. Streets, blocks lots, parks and other public grounds shall be located and laid out in such a manner as to preserve and utilize natural streams and channels. Wherever possible the floodplains should be included within parks, open space parcels, or other public grounds.
- C. Any proposal for such development shall include the following data:
  1. The BFE and the boundary of the floodplain. Where the BFE is not available from an existing study, the applicant shall be responsible for calculating the BFE.
  2. The boundary of the floodway, when applicable.

3. A signed statement by a Licensed Professional Engineer that the proposed plat or plan accounts for changes in the drainage of surface waters in accordance with the Plat Act (765 ILCS 205/2).

### **Section 5-209. Public Health and Other Standards.**

- A. Public health standards must be met for all floodplain development. In addition to the requirements of Sections 5-206 and 5-207 of this article, the following standards apply:
  1. No development in the floodplain shall include locating or storing chemicals, explosives, buoyant materials, flammable liquids, pollutants, or other hazardous or toxic materials below the FPE unless such materials are stored in a floodproofed and anchored storage tank and certified by a professional engineer or floodproofed building constructed according to the requirements of Section 5-207 of this article.
  2. Public utilities and facilities such as sewer, gas and electric shall be located and constructed to minimize or eliminate flood damage.
  3. Public sanitary sewer systems and water supply systems shall be located and constructed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
  4. New and replacement on-site sanitary sewer lines or waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding. Manholes or other above ground openings located below the FPE shall be watertight.
  5. Construction of new or substantially improved critical facilities shall be located outside the limits of the floodplain. Construction of new critical facilities shall be permissible within the floodplain if no feasible alternative site is available. Critical facilities, which are buildings, constructed or substantially improved within the floodplain or the 0.2 percent annual chance flood elevation when defined, shall have the lowest floor (including basement) elevated or structurally dry floodproofed to the 0.2 percent annual chance flood elevation or three feet above the BFE, whichever is greater. Adequate parking shall be provided for staffing of the critical facilities at or above the BFE or 0.2 percent chance flood, when defined. Access routes to all critical facilities should be reviewed and considered when permitting. Access routes should be elevated to or above the level of the BFE.
 

Floodproofing and sealing measures may also be used to provide protection, as described in Section 5-207, and must be taken to ensure that toxic substances will not be displaced by or released into floodwaters.

Critical Facilities include but are not limited to emergency services facilities (such as fire and police stations), sewage treatment plants, water treatment plants, critical utility sites, schools, hospitals, retirement homes, and senior care facilities.
- B. All other activities defined as development shall be designed so as not to alter flood flows or increase potential flood damages.
- C. Dams are classified as to their size and their hazard/damage potential in the event of failure. Permits for dams may be required from IDNR/OWR. Contact IDNR/OWR to determine if a permit is required. If a permit is required, a permit application must be made to IDNR/OWR prior to the construction or major modification of jurisdictional dams.

D. Letters of Map Revision. The City Engineer shall require a CLOMR prior to issuance of a development permit for:

1. Proposed floodway encroachments that will cause an increase in the BFE; and
2. Proposed development which will increase the BFE by more than 0.1 feet in riverine area where FEMA has provided a BFE but no floodway.

Once a CLOMR has been issued, the development permit may be issued for site grading and structures necessary in the area of the map change to achieve the final LOMR. Upon completion, the applicant shall submit as-built certifications, as required by FEMA, to achieve a final LOMR prior to the release of final development permits. Review Section 5-209. E for the construction of buildings in any floodplain issued a LOMR Based on Fill.

E. When construction of a building following a LOMR Based on Fill is requested, the condition where a site in the floodplain is removed due to the use of fill to elevate the site above the BFE, the applicant may apply for a development permit from the City to construct the lowest floor of a building below the BFE in the floodplain.

The City Engineer shall not issue such a permit unless the applicant has demonstrated that the building will be reasonably safe from flooding. The City Engineer shall require a professional certification from a qualified design professional that indicates the land or buildings are reasonably safe from flooding, according to the criteria established in FEMA TB 10. Professional certification may come from a professional engineer, professional geologist, professional soil scientist, or other design professional qualified to make such evaluations.

The City Engineer shall maintain records, available upon request by FEMA, all supporting analysis and documentation used to make that determination, including but not limited to, all correspondence, professional certification, existing and proposed grading, sump pump sizing, foundation plans, Elevation Certificates, soil testing and compaction data.)

### **Section 5-210. Carrying Capacity and Notification.**

For all projects involving channel modification, fill, or stream maintenance (including levees), the flood carrying capacity of the watercourse shall be maintained.

In addition, the City Engineer shall notify adjacent communities in writing thirty (30) days prior to the issuance of a permit for the alteration or relocation of the watercourse.

### **Section 5-211. Variances.**

- A. No variances shall be granted within a floodway if any increases in the base flood elevation would result.
- B. Whenever the standards of this article place undue hardship on a specific development proposal, the applicant may apply to the Building Safety Code Board of Appeals for a

variance. The Building Safety Code Board of Appeals shall review the applicant's request for a variance and shall submit its recommendation to the City Council. The City Council may attach such conditions to granting of a variance as it deems necessary to further the purposes and objectives of this article. The City Council shall base the determination on:

1. Technical justifications submitted by the applicant.
  2. The staff report, comments, and recommendations submitted by the floodplain administrator.
  3. The limitations, considerations, and conditions set forth in this section.
- C. The findings of fact and conclusions of law made by the City Council according to Section 5-211. A, the notifications required by Section 5-211. B, and a record of hearings and evidence considered as justification for the issuance of all variances from this article shall be maintained by the City in perpetuity.
- D. No variance shall be granted unless the applicant demonstrates and the Building Safety Code Board of Appeals finds that all of the following conditions are met:
1. The development activity cannot be located outside the floodplain.
  2. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.
  3. The variance granted is the minimum necessary, considering the flood hazard, to afford relief.
  4. There will be no additional threat to public health, public safety, destruction of beneficial stream uses and functions including, aquatic habitat, conflict with existing local laws or ordinances, or creation of a nuisance.
  5. The circumstances of the property are unique and do not establish a pattern inconsistent with the intent of the NFIP.
  6. Good and sufficient cause has been shown that the unique characteristics of the size, configuration, or topography of the site renders the requirements of this article inappropriate.
  7. All other state and federal permits have been obtained.
- E. The Building Safety Code Board of Appeals shall notify an applicant in writing that a variance from the requirements of the building protections standards of Section 5-207 that would lessen the degree of protection to a building will:
1. Result in increased premium rates for flood insurance up to twenty-five dollars (\$25) per one hundred dollars (\$100) of insurance coverage.
  2. Increase the risk to life and property.
  3. Require that the applicant proceed with knowledge of these risks and that the applicant acknowledge in writing the assumption of the risk and liability.
- F. Considerations for Review. In reviewing applications for variances, all technical evaluations, all relevant factors, all other portions of these regulations, and the following shall be considered:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage.
  2. The danger to life and property due to flooding or erosion damage.
  3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners.
  4. The importance of the services provided by the proposed development to the community.
  5. The availability of alternate locations for the proposed development that are not subject to flooding or erosion.
  6. The compatibility of the proposed development with existing and anticipated development.
  7. The relationship of the proposed development to the comprehensive plan and floodplain management program for that area.
  8. The safety of access to the property in times of flood for ordinary and emergency vehicles.
  9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters expected at the site.
  10. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets, and bridges.
- G. Historic Structures. Variances issued for the reconstruction, repair, or alteration of a historic site or historic structure as defined in "Historic Structures", may be granted using criteria more permissive than the requirements of Sections 5-206 and 5-207 of this article subject to the conditions that:
1. The repair or rehabilitation is the minimum necessary to preserve the historic character and design of the structure.
  2. The repair or rehabilitation will not preclude the structure's continued designation as a historic structure.
- H. Agriculture Structures. Variances may be issued for the construction or substantial improvement of agricultural structures which do not meet the non-residential building requirements of Sections 5-207. B and 5-207. C, provided the requirements of Section 5-211. A through 5-211. G and the following are satisfied:
1. A determination that the proposed agricultural structure:
    - a. Is used exclusively in connection with the production, harvesting, storage, raising, or drying of agricultural commodities, or storage of tools or equipment used in connection with these purposes or uses, and will be restricted to such exclusive uses.
    - b. Has low damage potential (amount of physical damage, contents damage, and loss of function).
    - c. Does not increase risks and pose a danger to public health, safety, and welfare if flooded and contents are released, including but not limited to the effects of

- flooding on liquified natural gas terminals, and production and storage of highly volatile, toxic, or water-reactive materials.
- e. Complies with the wet floodproofing construction requirements of subsection 2 herein.
2. Wet floodproofing construction requirements. Wet floodproofed structures shall meet the following:
    - a. The exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the BFE, must be built with flood-resistant materials in accordance with Section 5-207 of this article.
    - b. The building must be designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
    - c. All enclosed areas below the FPE shall provide for equalization of hydrostatic pressures by allowing the automatic entry and exit of floodwaters. A minimum of one (1) permanent opening shall be provided on at least two walls that is below the BFE and no more than one (1) foot above finished grade. The openings shall provide a total net area of not less than one (1) square inch for every one (1) square foot of enclosed area subject to flooding below the BFE, or the design must be certified by a Registered P.E. as providing the equivalent performance in accordance with accepted standards of practice. Refer to FEMA TB 1, Openings in Foundation Walls and Walls of Enclosures, for additional guidance.
    - d. Any mechanical, electrical, or other utility equipment must be located above the BFE or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Section 5-207 of this article.
    - e. If located in a floodway, must be issued a state floodway permit, and comply with Section 5-206 of this article.
    - f. The building may not be used for manure storage or livestock confinement operations.

### **Section 5-212. Disclaimer of Liability.**

The degree of protection required by this article is considered reasonable for regulatory purposes and is based on available information derived from engineering and scientific methods of study. Larger floods may occur or flood heights may be increased by man-made or natural causes. This article does not imply that development either inside or outside of the floodplain will be free from flooding or damage. This article does not create liability on the part of the City or any officer or employee thereof for any flood damage that results from proper reliance on this article or any administrative decision made lawfully thereunder.

### **Section 5-213. Penalty.**

Failure to obtain a permit for development in the floodplain or failure to comply with the conditions of a permit or a variance shall be deemed to be a violation of this article. Upon due



investigation, the City Engineer may determine that a violation of the minimum standards of this article exists. The City Engineer or their designee shall notify the owner in writing of such violation.

- A. If such owner fails after ten (10) days from the date the written notice is issued, to correct the violation:
1. The City shall make application to the circuit court for an injunction requiring conformance with this article or make such other order as the court deems necessary to secure compliance with the article.
  2. Any person who violates this article shall upon conviction thereof be fined not less than fifty dollars (\$50) or more than seven hundred fifty (\$750) for each offense.
  3. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues, and
  4. The City shall record a notice of violation on the title of the property.
- B. The City Engineer or their designee shall inform the owner that any such violation is considered a willful act to increase flood damages and therefore may cause coverage by a Standard Flood Insurance Policy to be suspended.

The City Engineer is authorized to issue an order requiring the suspension of the subject development. The stop-work order shall be in writing, indicate the reason for the issuance, and shall order the action, if necessary, to resolve the circumstances requiring the stop-work order. The stop-work order constitutes a suspension of the permit.

No site development permit shall be permanently suspended or revoked until a hearing is held by the Building Safety Code Board. Written notice of such hearing shall be served on the permittee and shall state the grounds for the complaint, reasons for suspension or revocation, and the time and place of the hearing.

At such hearing the permittee shall be given an opportunity to present evidence on their behalf. At the conclusion of the hearing, the Building Safety Code Board shall determine whether the permit shall be suspended or revoked.

- C. Nothing herein shall prevent the City from taking such other lawful action to prevent or remedy any violations. All costs connected therewith shall accrue to the person or persons responsible.



## ARTICLE XII – MOBILE HOME PARKS & MOBILE HOMES

**Sec 5-231. Definitions.** The following words and phrases, when used in this Article, shall have the meanings respectively ascribed to them:

**Applicant** means any person making application for license of Certificate of Occupancy.

**Ceases to Occupy** means the person or persons lawfully occupying the mobile home unit has vacated the mobile home unit. In the absence of an oral or written statement by such persons that they are terminating their occupancy, termination will be presumed if both water and electrical utilities to the mobile home are terminated and there is a continuous absence of any lawful occupancy of such mobile home for a period of six months. Despite the termination of such water and electrical utilities and such continuous absence, it will not be presumed to be vacated if the owner of such mobile home has paid the rent due on the lot occupied by the mobile home.

**Certificate of Occupancy.** See "Mobile Home Certificate of Occupancy."

**Condominium Mobile Home Park** means, for the purpose of this Article, a Mobile Home Park as herein defined except the mobile home sites or stands are individually owned pursuant to the Illinois Condominium Property Act.

**Department** means the Department of Community Development Services, unless otherwise indicated.

**Frontage** means that portion of a mobile home site abutting a private or public street.

**License** means a license certificate issued by the City allowing a person to operate and maintain a Mobile Home Park.

**Licensee** means the person, persons, corporations, partnerships or other entity to whom the City issued a license for operation of a Mobile Home Park.

**Lot Line, Rear** means the lot line opposite the front lot line. For purposes of establishing the required rear yard, in the case of an irregularly shaped or three-sided lot, it shall mean a line within the lot, ten feet long, concentric with and at the maximum distance from the front lot line. A lot need not have a rear lot line.

**Manufactured Home** means a structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating air-conditioning, and electrical systems contained therein. All manufactured homes shall be installed under the immediate onsite supervision of a licensed manufactured home installer, in accordance with 430 ILCS 117/ The Manufactured Home Quality Assurance Act. The responsible installer shall affix an Illinois Department of Public Health issued seal to the home and file an installation certificate with the Department.

**Mobile Home** means a factory-assembled, completely integrated structure, constructed on or before June 30, 1976, designed for permanent habitation, with a permanent chassis, and so

constructed as to permit its transport, on wheels temporarily or permanently attached to its frame, that is a movable or portable unit that is constructed to be towed on its own chassis (comprised of frame and wheels) from the place of its construction to the location, or subsequent locations, at which it is connected to utilities for year-round occupancy for use as a permanent habitation, and designed to be used as a dwelling with or without a permanent foundation and situated so as to permit its occupancy as a dwelling place for one or more persons. A mobile home shall, for purposes of this Article, exclude travel trailers or other mobile units not intended for year-round occupation. For mobile homes built prior to June 15, 1976, a label certifying compliance with the Standard for Mobile Homes, [NFPA 501](#), ANSI 119.1, in effect at the time of manufacture, is required. **For the purpose of these provisions, a mobile home shall be considered to be a manufactured home.**

**Mobile Home Certificate of Occupancy** (sometimes referred to herein as simply "Certificate of Occupancy") means a permit, issued by the Building Official, authorizing the occupancy of the mobile home, as based upon compliance with applicable ordinance provisions together with any special conditions or stipulations.

**Mobile Home Owner** means the party possessing title to a mobile home or the purchaser of a mobile home under a bona fide contract.

**Mobile Home Park** means a contiguous parcel of land planned and improved for the placement of five or more mobile homes or manufactured homes where sites are rented or purchased pursuant to the Illinois Condominium Property Act.

**Mobile Home Park Service Building** means a permanent structure housing laundry, office, sanitation or other community facilities as required in mobile home parks for use by mobile home park occupants.

**Mobile Home Site** means a parcel of land clearly delineated on the Mobile Home Park site plan, intended for the placement of an individual mobile home and for the exclusive use of its occupants.

**Mobile Home Stand** means that part of an individual mobile home site which has been constructed for the placement of a mobile home.

**Occupancy or Occupied** means the residing of an individual or individuals overnight in a mobile home or the installation, storage or use of equipment, merchandise or machinery.

**Owner-Operator** means licensee.

**Person** means any individual, group of individuals, association, trust, partnership, corporation, person doing business under an assumed name, county, municipality, the State of Illinois or any political subdivision or department thereof, or any other entity.

**Plat** means a scaled map, plan or layout showing the subdivision of land and indicating the location and boundaries of individual lots including, but not limited to, exhibiting the following:

1. The name, location or address of the Mobile Home Park, its owner and operator;
2. Location of all property lines, existing streets, easements, utilities, sewers and any other significant features;
3. Date, north arrow, graphic scale (not less than one inch to one hundred (100) feet) on all drawings submitted;

- 4. All buildings, structures and mobile home stands;
- 5. Total number of mobile home sites;
- 6. Approximate gross density per acre; and
- 7. All Mobile Home Parks located in a floodplain shall file evacuation plans indicating vehicular access and escape routes, including mobile home hauler routes, with the appropriate disaster preparedness authorities.

**Sale** means the transfer of ownership, either presently or at a definite time in the future, upon compliance with an agreement to transfer ownership.

**Smoke Detector** means a U.L. 217 approved smoke detector.

**Street, Private** means a service way with an all-weather, dustless surface, which provides access to a property for the use of a limited number of persons or purposes, and which has not been publicly dedicated.

**Type S fuses** means fuses that are nontamperable and installed by the following schedule:

Wire Size	Fuse (amp.)
#14	15
#12	20
#10	30

**Sec. 5-232. Purpose.** The purpose of this Article is to provide minimum standards to safeguard life and property by regulating (and controlling) operation, placement and occupancy of mobile homes, mobile home parks and condominium mobile home parks.

**Sec. 5-233. License Required to Establish, Maintain and Operate a Mobile Home Park.** No person shall establish, maintain, conduct or operate a Mobile Home Park after May 5, 1982 [Ord. No. 8182-78] without first obtaining a license therefore from the City. The mobile homes which are located within the Mobile Home Park as well as all common areas of the Mobile Home Park must comply with the exterior maintenance provisions of this Article. Failure to comply with these exterior maintenance provisions shall be grounds for denial of the annual Mobile Home Park license. The exteriors of the mobile homes and all common Mobile Home Park areas shall be inspected annually and violations shall be corrected prior to license renewal.

**Sec. 5-233.1. Rules and Regulations to be Established.** Each Mobile Home Park licensed by the City shall establish rules and regulations as authorized under an Act Concerning Mobile Home Parks and the Rights of Mobile Home Owners and Mobile Home Residents, (Chapter 80, Section 201 et seq., Ill. Rev. Stat. 1989) approved September 14, 1979 and effective January 1, 1980, which said rules and regulations shall obligate the tenant expressly to those tenants duties set forth in the aforesaid statute and shall promulgate such rules and regulations in the manner specified and set forth in said statute.

**Sec. 5-234. Standards for Existing Mobile Home Parks.**

**A. Roadways and Access.**

- 1. All streets and driveways in every Park shall be maintained in a passable and reasonably dust-proof condition at all times, and all streets and driveways in all Parks shall have a minimum width of 20 feet.

2. When in the opinion of the Department adequate emergency access is not provided to emergency vehicles, the Department may require the licensee to provide adequate access where possible.

**B. Mobile Home Sites, Pacing and Density.**

1. Individual mobile home lot frontage and lot area as well as overall Mobile Home Park density shall be in compliance with the Urbana Zoning Ordinance as it applies to existing Mobile Home Parks.
2. No mobile home shall be parked closer than five feet to the side lot lines of a Mobile Home Park, or closer than ten feet to a public street, alley or building. There shall be an open space of at least ten feet adjacent to the sides of every mobile home and five feet adjacent to the ends of every mobile home.
3. Pads, runners or piers shall be provided for each lot.
4. Mobile home sites shall contain no other principal use than a mobile home as defined herein.

**C. Potable Water Supply.**

1. Where a public water supply is available such supply shall be used.
2. The distribution system shall supply water at a minimum pressure of 20 pounds per square inch (PSI) during periods of peak demand and usage at the faucets.
3. Water Service Connection.
  - i. The water service and any water piping is required to be permitted and installed by a licensed State of Illinois Plumbing Contractor and by a State of Illinois licensed plumber.
  - ii. Water service connection shall not be less than three-fourths inch inside diameter and shall not serve more than one mobile home at any time.
  - iii. All water risers shall be at least one-half inch in inside diameter and terminate at least four inches above finished ground level.
  - iv. All materials (piping and cock and valves, etc.) used in the water riser and connection shall comply with *Illinois Plumbing Code*.
  - v. Combination stop and waste valves and cocks shall not be installed in an underground service piping.
4. Approved fire hydrants shall be accessible to the mobile home park and within 500 feet of any mobile home.

**D. Sewage Disposal System.**

1. All sewage and other water carried waste shall be disposed of into a municipal sewage system whenever a sewer is adjacent or within 100 feet of any position of a mobile home.
2. The sewage collection system within the Mobile Home Park shall be adequate to carry the sewage load based on a maximum number of mobile home spaces and 250 gallons per space per day. There shall be no discharging of raw or partially



treated sewage or waste water onto the surface of the ground, nor shall there be any escape of odors from sewage systems.

3. **Sewer Service Connection.**
  - i. All sewer systems shall be permitted and connected by a licensed State of Illinois Plumbing Contractor with a State of Illinois licensed plumber.
  - ii. Each mobile home site shall be provided with a sewer connection.
  - iii. Sewer connections in unoccupied sites shall be so closed that they will emit no odors or cause a breeding place for flies or other insects, etc.
  - iv. At all sewer connections, the sewer riser shall extend four inches above the ground.
  - v. Additional fees may be required by the Urbana Champaign Sanitary District.
  
- E. **Electrical System.** Mobile Home Parks shall meet the requirements of the most recently adopted Electrical Code of the City of Urbana applicable to Mobile Home Park electrical distribution systems except for the following:
  1. Overhead distribution lines shall be 18 feet above streets or roadways and have three feet clearance from any structure.
  
- F. **Exterior Lighting.** Adequate lighting shall be provided for all streets, walkways, buildings and other facilities subject to nighttime use and shall be maintained in accordance with PM-304.19.
  
- G. **Insect and Rodent Control.**
  1. Adequate insect and rodent control measures shall be employed by the Mobile Home Park owner. All buildings shall be reasonably fly-proof and rodent-proof, and rodent harborages shall not be permitted to exist in the Mobile Home Park or pathways.
  2. The Mobile Home Park owner is responsible for the elimination of any insect, rat or mice problem in the general areas of the Mobile Home Park. The individual mobile home owner is responsible for the elimination of any insect, rat or mice problem associated with their mobile home including the underside area of said mobile home.
  
- H. **Fuel Supply and Storage.** All handling and storage of natural gas, liquefied petroleum gas (LPG), fuel oil or other flammable liquid or gases should be installed and maintained in accordance with applicable state and local government codes and regulations. Each mobile home site shall have an accessible and listed gas shut-off valve installed. Such valve shall not be located under a mobile home. Whenever a mobile home site outlet is not in used, the shut-off valve shall be plugged to prevent accidental discharge.
  
- I. **Mobile Home Park Maintenance and Operation Regulations.**
  1. The person to whom a license for a Mobile Home Park is issued shall provide adequate supervision to maintain the Mobile Home Park in compliance with this Article and keep its facilities and equipment in good repair and in a clean and sanitary condition.
  2. The Mobile Home Park owner or caretaker shall inspect the Mobile Home Park weekly to determine that the potable water supply, sewage treatment facilities and water and sewage service connections are functioning in a safe and sanitary manner.
  3. The Mobile Home Park owner or caretaker shall inspect the Mobile Home Park weekly to determine that the collection of garbage and refuse, cutting of grass and

weeds, the storage of lumber and construction materials, and the removal of abandoned automobiles and equipment is being performed in a satisfactory manner. The Mobile Home Park owner or caretaker shall be responsible for the removal of any abandoned vehicle in accordance with the provisions of the Urbana Local Traffic Code (Chapter 23).

4. The Mobile Home Park owner or manager shall inspect and ensure stairs are installed and maintained at all exterior doorways.
5. The correction of all deficiencies noted by the Mobile Home Park owner or caretaker must be accomplished within such time as may be otherwise required by this Article.
6. The Mobile Home Park owner or operator shall check weekly to determine that any vacant mobile home is adequately secured to prevent it from being an attractive nuisance. Upon finding such unit unsecured, the Mobile Home Park owner or caretaker shall require the homeowner to close it, or shall take necessary measures to close it. Upon failure of any homeowner to repair or remove any unit which has been placarded as "Not Approved for Occupancy" or in cases where the homeowner cannot be determined, it shall become the responsibility of the licensee to remove the mobile home.

**Sec. 5-235. Standards for New Mobile Home Parks.** New Mobile Home Parks shall comply with the Urbana Zoning Ordinance. In addition, they shall comply with all applicable provisions of Section 5-234 above.

**Sec. 5-236. Inspection and Certificate of Occupancy.**

- A. No mobile home may be placed in an Urbana Mobile Home Park unless approved by Zoning. Nor, should a mobile home be occupied unless such mobile home has been issued a Certificate of Occupancy by the City of Urbana and such Certificate of Occupancy has not been revoked.
- B. A Certificate of Occupancy for a mobile home unit shall be issued to those mobile units which meet the standards set forth for mobile homes in Section 5-241 of the Urbana City Code. A Certificate of Occupancy, once issued shall be valid until revoked.
- C. Any person affected by any notice which has been issued in connection with the enforcement of any provision of this Section or of any code or regulation adopted pursuant thereto may request and shall be granted a hearing on the matter before the Building Safety Code Board of Appeals, as detailed in Article III of this Ordinance.
- D. If a Certificate of Occupancy is revoked, the holder of such Certificate shall have the right to appeal such revocation to the Building Safety Code Board of Appeals, as detailed in Article III of this Ordinance.

**Sec. 5-237. Term of Certificate of Occupancy.** Except as otherwise provided herein, a Certificate of Occupancy shall be for a term equal to the period the mobile home exists at the same mobile home site or stand. A Certificate of Occupancy may be transferred to successive owners so long as the mobile home remains at the same mobile home site or stand and remains in substantial compliance with the provisions of this Article.

**Sec. 5-238. Application for Certificate of Occupancy.** Application for a Certificate of Occupancy shall be made to the Department **PRIOR** to placing a mobile home in a Mobile Home Park or moving it within a Mobile Home Park. The applicant shall be informed of the standards for mobile homes contained in this Article. The mobile home owner, through said

application, agrees to an inspection by the Department within 30 days after placement or movement of said mobile home to determine compliance with this Article. Said application shall include the following information:

1. Name of mobile home owner;
2. Mobile Home Park where mobile home is to be placed;
3. Serial number and make of mobile home; and
4. Mobile home owner's mailing address.

**Sec. 5-239. Fee for Certificate of Occupancy.** The fee for a Certificate of Occupancy is found in Chapter 14 of the Urbana Code of Ordinances.

**Sec. 5-240. Waiver of Fee for Certificate of Occupancy.** For mobile homes existing in Mobile Home Parks on January 1, 1980, the fee for the Certificate of Occupancy shall be waived so long as the mobile home remains on the same site or stand, but a Certificate of Occupancy is still required. A Certificate of Occupancy shall be issued after inspection by the Department and finding that the mobile home is in substantial compliance with the standards in this Article.

**Sec. 5-241. Mobile Home Standards.**

- A. In order to obtain a Certificate of Occupancy a mobile home must meet the following requirements:
1. **License:** The Mobile Home Park in which the mobile home is placed must be licensed.
  2. **Smoke Detector:** Smoke detectors shall be installed in all of the following locations:
    - a. In sleeping areas.
    - b. In every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit.
    - c. In each story within the sleeping unit, including basements. For sleeping units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
  3. **Fire Extinguisher:** Every mobile home, must contain at least one ten-pound A.B.C. fire extinguisher in working order and easily accessible from the interior of the mobile home.
  4. **Plumbing System:**
    - a. The plumbing system must be safe, sanitary in condition and maintained in accordance with accepted engineering practices and codes.
    - b. The mobile home shall be connected to the Mobile Home Park sewer system via a nonflexible airtight connection.
    - c. Any alterations must be permitted and installed by a licensed State of Illinois Plumbing Contractor with a State of Illinois licensed plumber.
  5. **Heating and Air Conditioning System:** The heating and air conditioning system must be safe and installed in accordance with accepted engineering practices and codes. Fireplaces must be approved to U.L. mobile home standard 1482 and installed according to manufacturer's specifications.
  6. **Electrical System:**

- a. The electrical system shall meet the provisions of the most recently adopted electrical code of the City applicable to existing mobile homes.
  - b. When plug fuses and fuseholders are used they shall be nontamperable Type S fuses sized as herein defined.
7. **Exterior of Mobile Home:** Exterior walls and roofs shall be structurally sound and tight and free from defects which might admit rain or dampness. All exterior surface materials, including wood, composition, or metal siding, shall be maintained weatherproof and shall be properly surface coated when required to prevent deterioration. Every window, door, and frame shall be constructed and maintained in such relation to the adjacent wall construction so as to be weathertight. Every window sash shall be fully supplied with approved glazing materials which are without open cracks and holes.
  8. **Accessory Structures:** Accessory structures or storage sheds where allowed by the licensee shall be of proper construction, weather-tight, properly anchored and not less than 18 inches from a mobile home rear or side lot line.
  9. **Gas System:** Each mobile home utilizing gas shall be connected to the mobile home site outlet by a listed flexible mobile home connector of sufficient capacity to supply gas to the connected load. Approved rigid pipe and fittings shall be used between the flexible connector and the mobile home site gas outlet if the distance between the mobile home site gas outlet and the mobile home gas service connection exceeds six feet. All gas outlet risers, regulators, meters, valves, or other exposed equipment shall be protected from physical damage by vehicles or other causes.
  10. **Stairs and Porches:** Every stair, porch, deck, and all appurtenances attached thereto shall be so constructed as to be safe to use and capable of supporting the anticipated loads and shall be maintained in sound condition and good repair.
  11. **Skirting:** Skirting is required to be installed around the perimeter of the mobile homes. The required skirting must be securely attached and maintained against deterioration. The skirting material must have a flame spread rating of 200 or less and it must be treated against termite infestation or be made of an approved non-cellulose based material.
  12. **Storage:** Storage of debris, junk, or construction materials, which are not associated with an activity which has been authorized by a valid building permit for that specific site shall be prohibited.
  13. **Tiedowns:** All mobile homes must be securely anchored in accordance with the tiedown requirements of the State of Illinois Department of Public Health.
  14. **Interior of Mobile Home:** Floors, walls (including windows and doors), ceilings, and other interior surfaces shall be maintained in good, clean, sanitary, and structurally sound condition.
- B. All manufactured/mobile homes proposed to be parked in a Mobile Home Park must comply with the **Manufactured Home Quality Assurance Act, (430 ILCS 117)**

**Section 5-242 Violations:** Failure of mobile home owner to obtain a Certificate of Occupancy or to meet minimum standards contained herein for mobile homes is a violation of this Article.

**Section 5-243 Notice:** When the Department determines there has been a violation of this Article, the Department shall cause written notice to be served upon the owner containing a

description of the violation, order to vacate or remove said mobile home, if necessary, and/or corrective actions.

**Section 5-244 Penalty:** Any person who violates the provisions of this Article shall, upon conviction thereof, be fined as provided in Section 1-10 of the Urbana City Code and in addition shall pay all costs and expenses involved in litigation. A separate offense shall be deemed committed upon each day during or upon which a violation occurs or continues after due notice is served.

**Section 5-245 Saving Clause:** Nothing in this Article hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Article 1 of this Adopting Ordinance; nor shall any just or legal right of remedy of any character be lost, impaired, or affected by this Article.

**Sections 5-245 – 5-260. Reserved.**



## ARTICLE XIII – FIRE PREVENTION CODE

Section F-101.1 “Title” is amended to read as follows:

**Section F-101.1 Title.** These regulations shall be known as the Fire Code of the City of Urbana, Illinois, hereinafter referred to as “this code.”

Section F-101.2.1 “Appendices” shall be amended to read as follows:

**Section F-101.2.1 Appendices:** Provisions in the following appendices shall apply to this code.

- Appendix B** – Fire-Flow Requirements for Buildings
- Appendix C** – Fire Hydrant Locations and Distribution
- Appendix D** – Fire Apparatus Access Roads
- Appendix E** – Hazard Categories
- Appendix F** – Hazard Ranking
- Appendix G** – Cryogenic Fluids – Weight and Volume Equivalents
- Appendix H** – Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS) Instructions
- Appendix I** – Fire Protection Systems – Noncompliant Conditions
- Appendix N** – Indoor Trade Shows and Exhibitions

Section F-103.1 “Creation of agency” is amended to read as follows:

**Section F-103.1 Creation of agency:** Creation of agency: The Urbana Fire Department Division of Community Risk Reduction, therein referred to as “CRR,” is hereby created, and the Fire Marshal shall be the official in charge thereof and may also be referred to as the Fire Code Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code.

Section F-103.1 “Appointment” is amended to read as follows:

**Section F-103.1 Appointment:** The Fire Marshal shall be appointed by the Fire Chief of the jurisdiction.

Section F-105.1.2 entitled “Types of permits” # 1 Operational Permit is amended and reads as follows:

1. Fire Prevention License: A Fire Prevention License (FPL), commonly referred to as a “permit” allows the applicant to conduct an operation or a business for which a permit is required by Section 105.5 for either:
  - 1.1 A prescribed period
  - 1.2 Until renewed or revoked.

Section F-105.5 entitled “Fire Prevention License” is amended and reads as follows:

**Section F-105.5 Fire Prevention License:** The Fire Code Official is authorized to issue fire prevention license for the operations set forth in Sections 105.5.1 through 105.5.52.

Section F-111 entitled “Means of Appeals” is amended and reads as follows:



**Section F-111 Means of Appeals:** All appeals shall be heard by the Building Safety Code Board of Appeals, as detailed in Article III of this Adopting Ordinance.

Section F-112.4 entitled "Violation Penalties" is amended to read as follows:

**Section F-112.4 Violation Penalties:** Any person who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter, or repair a building or structure in violation of an approved plan or directive of the Fire Code Official, or of a permit or certificate issued under the provisions of this Code, shall be guilty of an offense and subject to a fine as set forth in Section 1-10 (k) of the Code of Ordinances of the City of Urbana. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate offense.

Section F-113.4 "Failure to comply" shall be amended as follows:

**Section F-113.4 Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than one dollar (\$1.00) or not more than seven hundred and fifty dollars (\$750.00)

Section F-107.2 entitled "Schedule of Permit Fees," is amended and reads as follows:

**Section F-107.2 Schedule of Fees:** Any person required to obtain more than one permit as set forth above to engage, at any specifically defined single location, in any business activity involving the handling, storage or use of hazardous substances, materials or devices; or to maintain, store or handle materials; or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities, shall be required to pay the amount specified in Section 14-7 of the Urbana Code of Ordinances.

Section F-307.1.1 "Prohibited open burning" shall be amended to read as follows:

**Section F-307.1.1 Prohibited open burning:** Within the City limits, the open burning of any paper, leaves, refuse, garbage, or any other materials, including those from construction, demolition or alteration of any building, structure or equipment, is prohibited. Open burning shall be prohibited when atmospheric conditions or local circumstances make such fire hazardous. No fire permitted by this section may be used as an incinerator, or permitted to become a nuisance by reason of the emission of smoke, fumes, fly ash, dust or soot.

**EXCEPTIONS:**

1. Fires set by a public official in the performance of the official's duties;
2. In open fireplaces designed for cooking, and fires in outdoor cooking devices, when such fires are in fact being used for cooking purposes;
3. Fires used for recreational purposes such as campfires;
4. Fires authorized by permit from the Fire Code Official, which the Fire Code Official may issue in their discretion upon a showing of need for the removal of brush, debris or other materials where burning is the only feasible method.

Section F-307.4.3 "Portable outdoor fireplaces" shall delete the exception

Section 308.1.4 "Open-flame cooking devices" shall be amended and read as follows:

**Section 308.1.4 Open-flame cooking devices.** Exceptions 2 and 3 shall be deleted:

Section F-401.5.1 "False Alarm" shall be added to read as follows:

**Section F-401.5.1 False Alarm:** False alarm means an alarm signal eliciting a response by the Fire Department when a situation requiring a response by the Fire Department does not in fact exist. False alarm does not include an alarm signal caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user. Alarms resulting from the following conditions are not considered false alarms:

1. Criminal activity or unauthorized entry.
2. Earthquake causing structural damage to the protected premises.
3. High winds sufficient to activate detection system or causing physical damage to the protected premises.
4. Flooding of the related premises due to overflow of natural drainage.
5. Lightning causing physical damage to protected premises.
6. Telephone line malfunction verified in writing to the Fire Department by at least a first line telephone company supervisor.
7. Electrical service interruption verified in writing to the Fire Department by the local power company.
8. Communication to METCAD or a Fire Department before a unit is dispatched to investigate clearly indicating that the alarm resulted from an authorized system test or other noncriminal cause.
9. An alarm caused on the reasonable but mistaken belief that a fire or medical emergency is in progress.

Section F-401.5.2 entitled "Excessive False Alarm and Assessment," is added and reads as follows:

**Section F-401.5.2 Excessive False Alarm and Assessment:**

1. If any alarm system produces four false alarms in any calendar year, the Code Official shall provide written notice of the fact, which shall be given by certified mail or delivery to the owner or responsible party requiring them to take corrective action in regard to false alarms and informing the owner or occupant of the false alarm fee schedule provided herein.
2. Owner or responsible parties installing a new system or making substantial modifications to any existing system shall be entitled to a grace period during which alarms generated by such system shall be deemed non-false alarms. The grace period shall cease 30 days after installation of or modification to an alarm system.
3. Upon any alarm system producing five or more false alarms in a calendar year, a fee of five-hundred dollars (\$500.00) per false alarm shall be charged to the owner or responsible party.

Section F-403.1.1 "Operator Responsibility" shall be added to read as follows:

**Section F-403.1.1 Operator Responsibility:** The operator or the person responsible for the operation of an assembly or educational occupancy shall check all components of egress before such building is occupied to determine compliance with this section. If such inspection reveals that any element of the required means of egress cannot be accessed, is obstructed, locked, fastened or otherwise unsuited for immediate utilization, admittance to the building shall not be permitted until necessary corrective action has been completed.

Section F-403.9.2.1 “College and university buildings” Shall be amended and read as follows:

**Section F-403.9.2.1** College, university, and private certified university housing buildings.

Section F-506.1.3 “New Construction” shall be added to read as follows:

**Section F-506.1.3 New Construction:** Key boxes shall be required on all new structures.

**Exception:** One- and Two-family structures are excluded.

Section F-506.1.4 “Existing Buildings”: shall be added to read as follows:

**Section F-506.1.4 Existing Buildings:** A fire department key box shall be installed when access to or within the building or area is unduly difficult because of secured openings, or when buildings with a fire detection or suppression system are monitored by alarm companies with direct notification to the dispatch center or unsupervised local alarms, and where immediate access is necessary for life saving or firefighting purposes.

Section F-506.3 entitled "Key Box Contents," is added and reads as follows:

**Section F-506.3 Key Box Contents:** Key boxes shall contain the following:

1. Keys to locked points of egress whether on the interior or exterior of such buildings.
2. Keys to locked mechanical rooms.
3. Keys to locked electrical rooms.
4. Keys to other areas as directed by the Fire Code Official.
5. 24 hour contact information

Section F-506.4 “Motorized Gates and Doors” shall be added to read as follows:

**Section F-506.4 Motorized Gates and Doors:** All electrically operated gates, doors or barriers used for vehicle access shall be equipped with a click to enter type sensor compatible with the current 800 MHz radio system used by METCAD in Champaign County and a secondary gate key switch if required by the Fire Code Official. The gate key switch shall be compatible with the requirements of Section F-506.1 of this code. These devices and their installation locations shall be approved by the Fire Code Official.

Section F-506.4.1 “Existing Gates” shall be added to read as follows:

**Section F-506.4.1 Existing Gates and Doors:** Where required by the Fire Code Official properties with existing motorized gates, doors or barriers used for vehicle access shall be equipped with the requirements in Section F-506.4. All gates, doors or barriers shall comply with this section by January 1, 2026.

Section F-701.7.1 “Fire doors propped open” shall be added to read as follows:

**Section F-701.7.1 Fire doors propped open:** Hold-open devices may be required by the Fire Code Official where fire doors are found to be propped open after the installation of signs in Section 705.2.2. If hold-open devices are required, a design professional may be requested to evaluate building design. Hold-open devices and automatic door closers, where provided, shall be maintained. During the period that such device is out of service for repairs, the door it operates shall remain in the closed position.

Section F-802.1 entitled “Definitions” shall have “Open Porch” added as follows:

**Section F-802.1 Definitions: “Open Porch”** shall mean any part of a house or building that is not fully enclosed and shielded from the elements on all sides by roof and walls as determined by the Fire Code Official.

Section F-805.5 “Outdoor Storage” shall be added to read as follows:

**Section F-805.5 Outdoor Storage:** No person shall place, use, keep, store, or maintain any upholstered furniture not manufactured for outdoor use, including, without limitation, upholstered chairs, upholstered couches, and any mattresses on any open porch, yard, or exterior area of structures, nor suffer or permit such to occur. This shall not apply during a lawful yard sale or garage sale while such furniture is offered for sale; nor shall it apply while such furniture is otherwise lawfully held for garbage collection.

Section F-901.7.5.1 “Emergency Fire Watch by Fire Service Personnel” shall be added to read as follows:

**Section F-901.7.5.1 Emergency Fire Watch by Fire Service Personnel:** Where property owners or their representatives cannot be summonsed to conduct fire watch and where fire watch is determined to be critical to the safety of the occupants, the fire department may provide the fire watch services until they are relieved by a property representative or until the systems are in normal operation. The fire department may bill for fire watch services that exceed 60 minutes in length. The property owner may be required to pay the amount specified in Section 14-7 of the Urbana Code of Ordinances.

Section F-903.4.1.1 entitled “Connection to Public Water System” is added and reads as follows:

**Section F-903.4.1.1 Connection to Public Water System:** Water meters and valves on fire service water mains, on the exterior of a building, where required by the water company, shall be located within a vault and the valves shall be locked in the open position. The locks shall be that of the Knox Company and shall be approved by the Fire Code Official. Thus, allowing the Urbana Fire Department the ability to maintain control of the valves. The vault used shall be equipped with a keyed lock and a key shall be kept in the required Knox Box for this property.

Section F-905.2.1 “Minimum Design Pressure” shall be added and read as follows:

**Section F-905.2.1 Minimum Design Pressure.** Hydraulically designed standpipe systems shall be designed to provide the waterflow rate required by NFPA 14 Section 7.10 at a minimum residual pressure of 100 psi (6.9 bar) at the hydraulically most remote 2 ½ in. (65 mm) hose connection.

Section F-905.3 “Required Installations” shall be amended and read as follows:

**Section F-905.3 Required Installations.** The exception shall be DELETED.

Section F-905.5 “Location of Class II standpipe hose connections” The entire section shall be DELETED.

Section F-907.4.2.5 “Protective covers” shall be amended and read as follows:

**Section F-907.4.2.5 Protective covers.** In Use Groups R-1 and R-2, manual fire alarm pull stations shall be provided with listed manual fire alarm box protective covers. In other Use Groups, the Fire Code Official is authorized to require the installation of listed manual fire alarm box protective covers to prevent malicious false alarms or to provide the manual fire alarm box with protection from physical damage. The protective cover shall be transparent or red in color with a transparent face to permit visibility of the manual fire alarm box. Each cover shall include proper operating instructions. Such devices shall be readily operable without the use of a key, special knowledge or effort. A protective cover that emits a local alarm signal shall be installed unless approved. Protective covers shall not project more than permitted by Section 1003.3.3.

Section F-907.6.7 entitled "Local Alarm Signs," is added and reads as follows:

**Section F-907.6.7 Local Alarm Signs:** Local fire alarm systems shall be equipped with signs stating "When Alarm Sounds, Call 9-1-1." Sign shall be installed in a location to be determined by the Urbana Fire Department.

Section F-1010.2.4 "Locks and Latches" shall be amended to read as follows:

**Section F-1010.2.4 Locks and Latches:** Entire item number 3 is deleted.

Section F-1023.9 "Stairway Identification Signs" shall be amended to read as follows:

**Section F-1023.9 Stairway identification signs:** A sign shall be provided at each floor landing in exit enclosures connecting more than three stories designating the floor level, the terminus of the top and bottom of the exit enclosure and the color code identification of the stair or ramp. The signage shall also state the story of, and the direction to the exit discharge and the availability of roof access from the enclosure for the fire department. The sign shall be located inside the exit enclosure, centered 5 feet (1524 mm) above the floor landing in a position that is readily visible when the doors are in the open and closed positions. An additional sign stating the floor number and stair color shall be located on the occupant side of the exit enclosure. Signage shall meet the requirements set forth by the current *Illinois Accessibility Code*.

Section F-1023.9.1 "Signage Requirements" shall be amended to read as follows:

**Section F-1023.9.1 Signage requirements:** Stairway identification signs shall comply with all the following requirements:

1. The signs shall be a minimum size of 18 inches (457mm) by 12 inches (305mm).
2. The letters designating the identification of the stair enclosure shall be a minimum 1½ inches (38mm) in height.
3. The number designating the floor level shall be a minimum of 5 inches (127 mm) in height with a stroke width of 0.5 inch (12.7mm) and located in the center of the sign.
4. All other numbers and letters shall be 1 inch high (25.4mm).
5. Characters and their background shall have a non-glare finish. Characters shall contrast with their background.
6. The stairway identification sign shall have an identifying background color; Red, Green, Yellow, Blue, and White and colors listed shall run clockwise starting at the address side of the building as approved by the Fire Department. The background color shall be written on the sign.
7. When signs required by section 1023.9 are installed in interior exit the same material as required by Section 1025.4 shall be used.

Section F-1103.5.6 "Dormitories, Fraternities, Sororities, and Private Certified University Housing" shall be added to read as follows:

**Section F-1103.5.6 Dormitories, Fraternities, Sororities, and Private Certified University Housing:** An automatic sprinkler system shall be provided throughout ALL Dormitories, Fraternities, Sororities, Private Certified University Housing or similar.

Section F-1103.7 entitled "Fire alarm systems," is amended and reads as follows:

**Section F-1103.7 Fire alarm systems.** An approved fire alarm system shall be installed in existing buildings and structures in accordance with Sections 1103.7.1 through 1103.7.8 and provide occupant notification in accordance with Section 907.5 unless other requirements are provided by other sections of this code.

Section F-1103.7.7 entitled "Fire alarm repair and maintenance," is added and reads as follows:

**Section F-1103.7.7 Fire alarm repair and maintenance.** The existing fire alarm system must be adequately tested and maintained in accordance with Section 901.6 and shown not to create a hazard. During repair or replacement, the system may be required to be upgraded to current code by the Fire Code Official.

Section F-1103.7.8 entitled "Fire alarm system Monitoring," is added and reads as follows:

**Section F-1103.7.8 Fire alarm system monitoring.** All fire alarms systems shall be monitored by a central service station by January 1, 2028.

Section F-5003.6.1 entitled "NFPA 704 Label Specifications," is added and reads as follows:

**Section F-5003.6.1 NFPA 704 Label Specifications:** Labels when required shall be labeled as follows:

	TOTAL SIZE OF FOUR LABELS	EACH COLORED LABEL	HEIGHT OF NUMBERS	WIDTH OF NUMBERS	THICKNESS OR STROKE
<b>ON BUILDING</b>	30 inches square	15 inches square	9 inches	4.2 inches	15/16 inches
<b>EXTERIOR TANK</b>	20 inches square	10 inches square	6 inches	2.8 inches	5/6 inches
<b>TANK INSIDE A BUILDING</b>	15 inches square	7.5 inches square	4 ½ inches	2.1 inches	15/32 inches

All letters and numbers shall be reflective. Building labels shall be placed at a minimum of ten feet and not more than 12 feet from the ground.

The building label shall be placed on the front of the building. Additional building or tank label placement decisions to be determined by the Code Official. These signs shall be classified as official signs under the provisions of Section IX-5 of the Urbana Zoning Ordinance.

Section F-5602.1 Definitions "Fireworks" shall be amended to read as follows:

**Section F-5602.1 Definitions "Fireworks":** The term fireworks shall mean and include any explosive composition or any substance or combination of substances, or article prepared for the purpose of producing a visible or audible effect of a temporary exhibition nature by explosion, combustion, deflagration or detonation, and shall include blank cartridges, toy cannons in which explosives are used, the type of balloons which require fire underneath to propel the same, firecrackers, torpedoes, sky rockets, Roman candles, bombs or other fireworks of like construction and any fireworks containing any explosive compound; or any tablets or other device containing any explosive substance, or containing combustible substances producing visual effects. The term "fireworks" shall not include snake or glow worm pellets; smoke devices; sparklers; trick noisemakers known as "party poppers", "booby traps", "snappers", "trick matches", "cigarette loads" and "auto burglar alarms"; toy pistols, toy canes, toy guns, or other devices in which paper or plastic caps containing twenty-five hundredths grains or less of explosive compound are used, provided they are so constructed that the hand cannot come in contact with the cap when in place for the explosion; and toy pistol paper or plastic caps which contain less than twenty-five hundredths grains of explosive mixture; the sale and use of which shall be permitted at all times.





## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

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

**FROM:** Kimberly Smith, Community Development Services Director  
Marcus Ricci, AICP, Planner II

**DATE:** June 22, 2023

**SUBJECT:** **ZBA-2023-MAJ-01:** A request by Andrew Fell, on behalf of Jim Planey, to increase the maximum total access drive width to 21 feet (54% of the lot width), at 410 West California Avenue, in the R-2, Single-Family Residential Zoning District.

### Supplemental Memorandum

On June 20, 2023, the Committee of the Whole discussed the request. This supplemental memorandum is provided to clarify the intent of the Zoning Ordinance and the variance request, and to focus the discussion at Council on the criteria on which the decision to grant or deny the variance must be made.

#### Intent of the Zoning Ordinance

The Zoning Ordinance sets a maximum width for access drives to regulate how much of a front yard can be used for parking, not to regulate how wide a garage can be:

“Access drives clearly serving single-family dwelling units... may contain required parking for licensed passenger vehicles in the required front or side yard. Such area devoted to parking and access thereto shall not exceed 45% of the total lot width...”<sup>1</sup>

#### Variance Request

The variance request is to allow an access drive wider than the maximum allowed by ordinance. If the variance is granted, the access drive will be wide enough for two cars to park side-by-side in the front yard. If the variance is not granted, the access drive will be wide enough for one car.

#### Duties of the Zoning Board of Appeals and City Council

The Zoning Ordinance requires the Zoning Board of Appeals and City Council to consider six variance criteria and explain their reasons for making their decision based on those criteria:

“In ... a ... major variance the Board and the City Council *must make specific findings of fact* that are specific to the property or the variance in question by *describing the special circumstances or special practical difficulties* that exist in carrying out the strict application of the ordinance and *why, if granted, the variance will serve the public interest*, or will not unreasonably hinder and impair the public interest.”<sup>2</sup>

<sup>1</sup> Section VIII-4.F.1 - Parking in a Required Yard

<sup>2</sup> Section XI-3.C.2.c.2. – Zoning Board of Appeals; Powers and Duties of the Board; Variance Criteria. *Emphases added.*

Staff reviewed the request using the six variance criteria and found that it did not meet the minimum criteria of having a special circumstance or special practical difficulty in meeting the Zoning Ordinance; staff also found that it met only one of the remaining five criteria:

- Staff find that the narrow lot is not a significant practical difficulty as it still allows an access drive to be built, and has access off the rear alley, weighing **against** granting the variance.
- Staff find that the request may not be considered a special privilege as the lot is narrower than any nearby lot, but it is still not necessary to provide adequate vehicle access, weighing **neutrally or against** granting the variance.
- Staff find that the owner did not create the narrow lot, but they did purchase it in its current condition, weighing **neutrally or against** granting the variance.
- Staff find that the request would negatively affect the character of the neighborhood by adding two parking spaces in front of the house, weighing heavily **against** granting the variance.
- Staff find that the requested variance would not cause a nuisance to the adjacent property, weighing **in favor** of granting the variance.
- Staff find that there are several alternatives that would comply with the Zoning Ordinance and require no variance, weighing heavily **against** granting the variance.

The Zoning Board of Appeals found that the request met the fifth criteria, in that it would not cause a nuisance to adjacent property. In addition, the Board's discussion and recommendation indicate that they found that the narrow lot is a special circumstance or practical difficulty, which satisfies the first, minimum criteria.

As Council considers the request, staff urge Council to be clear in their findings of fact in how the request does or does not meet the variance criteria.

If City Council concurs with the Zoning Board of Appeals, they should approve the attached ordinance. If they concur with Staff, they should deny the ordinance.



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

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

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

**DATE:** March 30, 2023

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

### Introduction & Background

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

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

### Description of Site and Area

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

### Discussion

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

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

Table 1. Zoning and Land Use

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

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

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

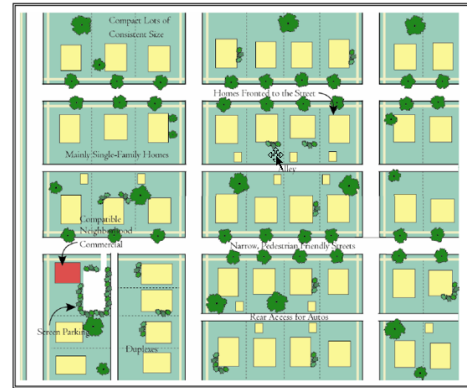
<sup>1</sup> Plan Commission meeting minutes of September 11, 1961, and November 27, 1961.

### Residential (Urban Pattern)

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

### Urban Pattern of Development

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



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

Figure 1. 2005 Urbana Comprehensive Plan.

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

## Rezoning Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Public Input

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

## Plan Commission

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

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

## Summary of Findings

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



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

## Options

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

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

## Recommendation

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

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

cc: Sharon Shaffer, Applicant

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

**AN ORDINANCE AMENDING THE URBANA ZONING MAP**

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

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

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

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

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

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

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana

Illinois, as follows:

**Section 1.**

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

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

Commonly known as 714 East University Avenue, Urbana, Illinois 61802

P.I.N.: 91-21-09-303-012

**Section 2.**

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

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

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

AYES:

NAYS:

ABSTENTIONS:

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

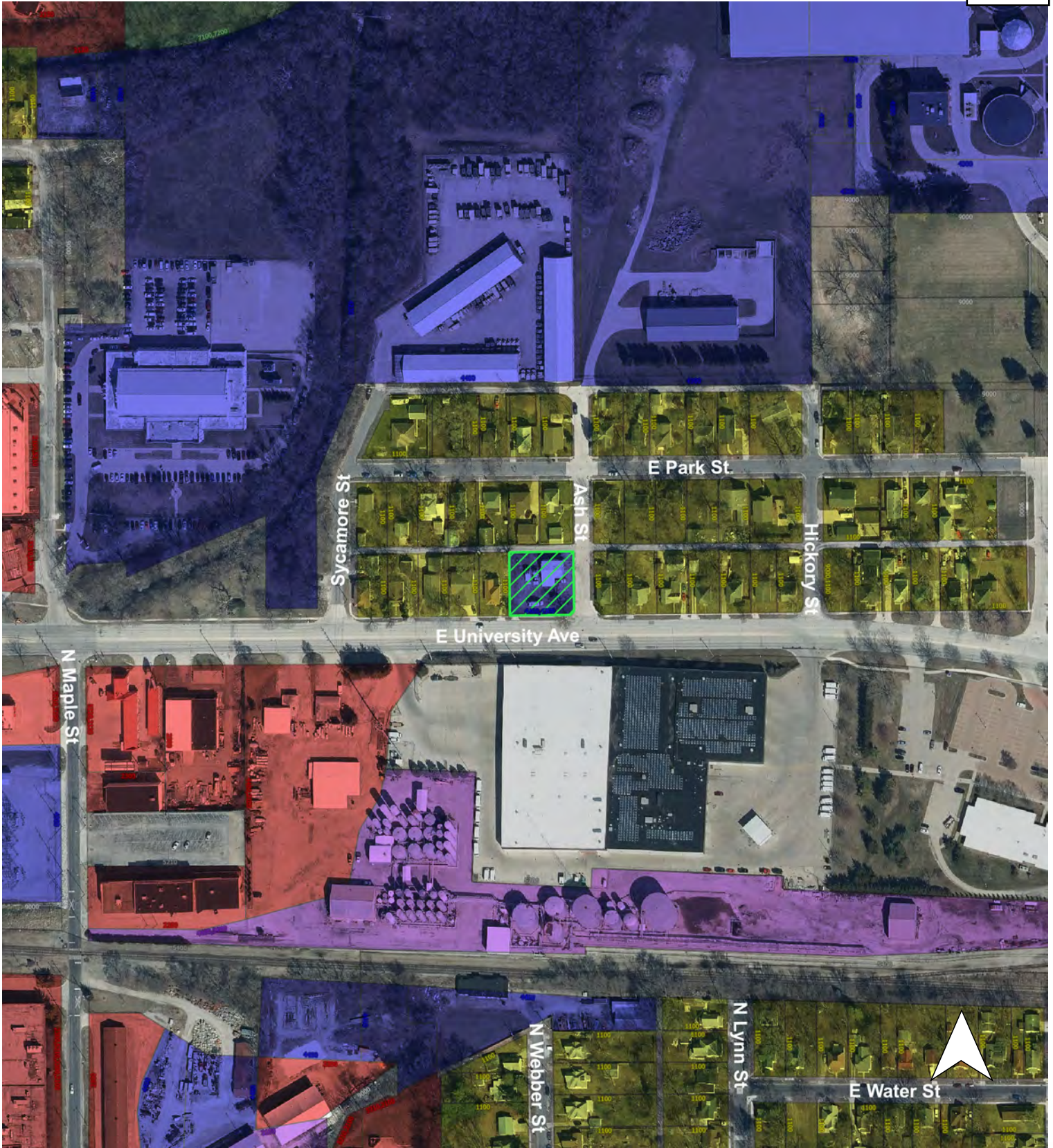
**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2023.

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



# Exhibit A - Location & Land Use


Item J1.




 SUBJECT PROPERTY

Parcel - Activity 0 100 200 300 400 ft

 Residential 

 Shopping, business, or trade

 Industrial, manufacturing, and waste 244 pd

 Social, institutional, or infrastructure-related

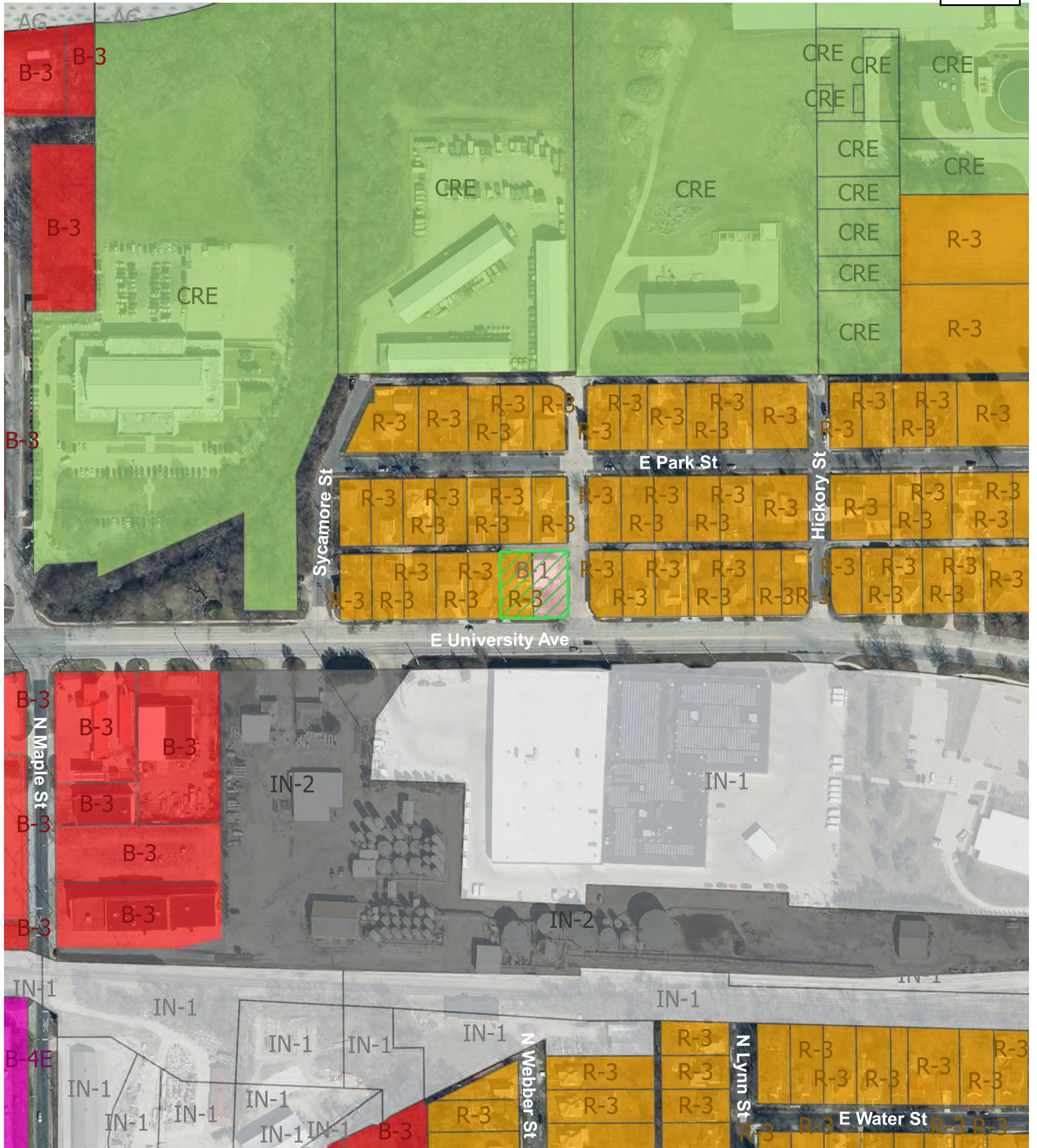


Case: 2470-M-23  
 Subject: Rezoning - R-3/B-1 to B-3  
 Location: 714 East University Avenue  
 Applicant: Sharon Shaffer



# Exhibit B - Current Zoning

Item J1.



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

## Legend

	SUBJECT PROPERTY		B-3		IN-1
	0 100 200 300 400 ft		CRE		R-3



# Exhibit C - Future Land Use

Item J1.



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

## Legend

 SUBJECT PROPERTY

0 100 200 300 400 ft





# Exhibit D - Application

Item J1.



## Application for Zoning Map Amendment

## PLAN COMMISSION

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

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

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

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

#### 1. APPLICANT CONTACT INFORMATION

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

#### 2. OWNER INFORMATION

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

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

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



# Exhibit D - Application

Item J1.

How does this request conform to the Comprehensive Plan?

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

## 4. CONSULTANT INFORMATION

**Name of Architect(s):**

Phone:

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

Email Address:

**Name of Engineers(s):**

Phone:

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

Email Address:

**Name of Surveyor(s):**

Phone:

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

Email Address:

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

Phone:

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

Email Address:

**Name of Attorney(s):**

Phone:

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

Email Address:

## 5. REASONS FOR MAP AMENDMENT:

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

712-714 E UNIVERSITY WAS REPIATED TO RE SHAFFER'S QUARTER  
HOW DID IT GET DELETED AGAIN

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

# Exhibit D - Application

Item J1.

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

We have operated a GARBAGE Co AT THIS LOCATION FOR 65 YEARS. We HAVE HAD LITTLE OR NO COMPLAINTS. IT IS ALSO OUR SOURCE OF INCOME. A DETAIL SHOP WOULD NOT BE A NEGATIVE AFFECT ON THIS AREA.

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

Time schedule for development (if applicable)

2 TO 3 MONTHS OR MORE FOR IMPROVEMENTS

Additional exhibits submitted by the petitioner.

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

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

## CERTIFICATION BY THE APPLICANT

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

Sharon Shaffer  
Applicant's Signature

2/7/23  
Date

## PLEASE RETURN THIS FORM ONCE COMPLETED TO:

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

# Exhibit D - Application Addendum

Item J1.

March 2, 2023

Sharon Shaffer  
1111 Philo Road  
Urbana IL, 61801

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

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

Mr. Ricci,

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

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

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

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

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

### Some relevant notes about our Lot:

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

## Exhibit D - Application Addendum

Item J1.

### Neighborhood:

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

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

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

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

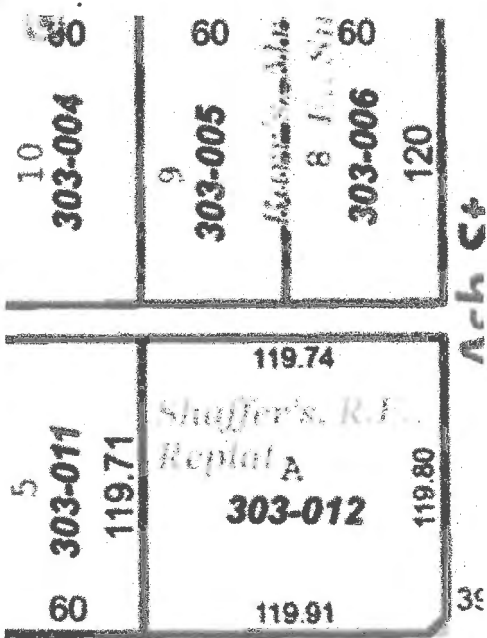
Our plan is to leave this lot to our Son for his family as this location has been in the Shaffer family for over 50 years.

Thank you for your consideration.

*Sharon Shaffer*

Exhibit D - Application Addendum

Item J1.



Appendix

Plat Map on the Champaign Country Consortium Map

# Exhibit D - Application Addendum

Item J1.

SHAFFER SHARON A  
1111 PHILO RD

URBANA IL 61801-5373

## Assessed Value

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

*Values may be subject to change.*

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

### Property Information

Sec. 09 T. 19N R. 9E  
Recorded Acreage | 0.00

### Most Recent Deed

BK 1695-PG 250

[View Recorded Deed\(s\)](#)

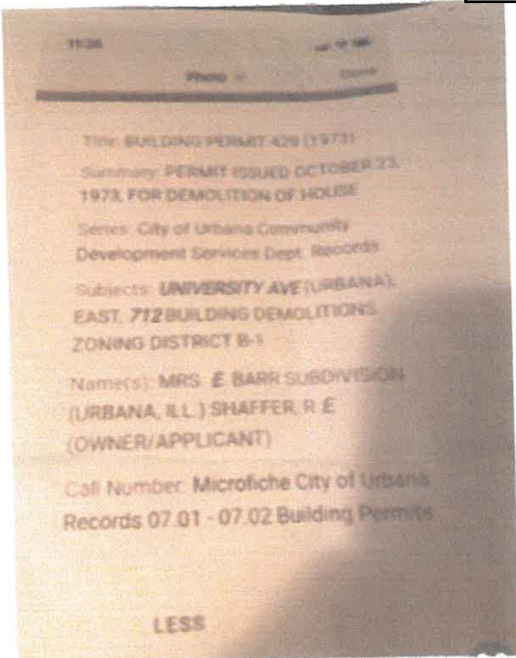
### Property Code

3000 - Commercial

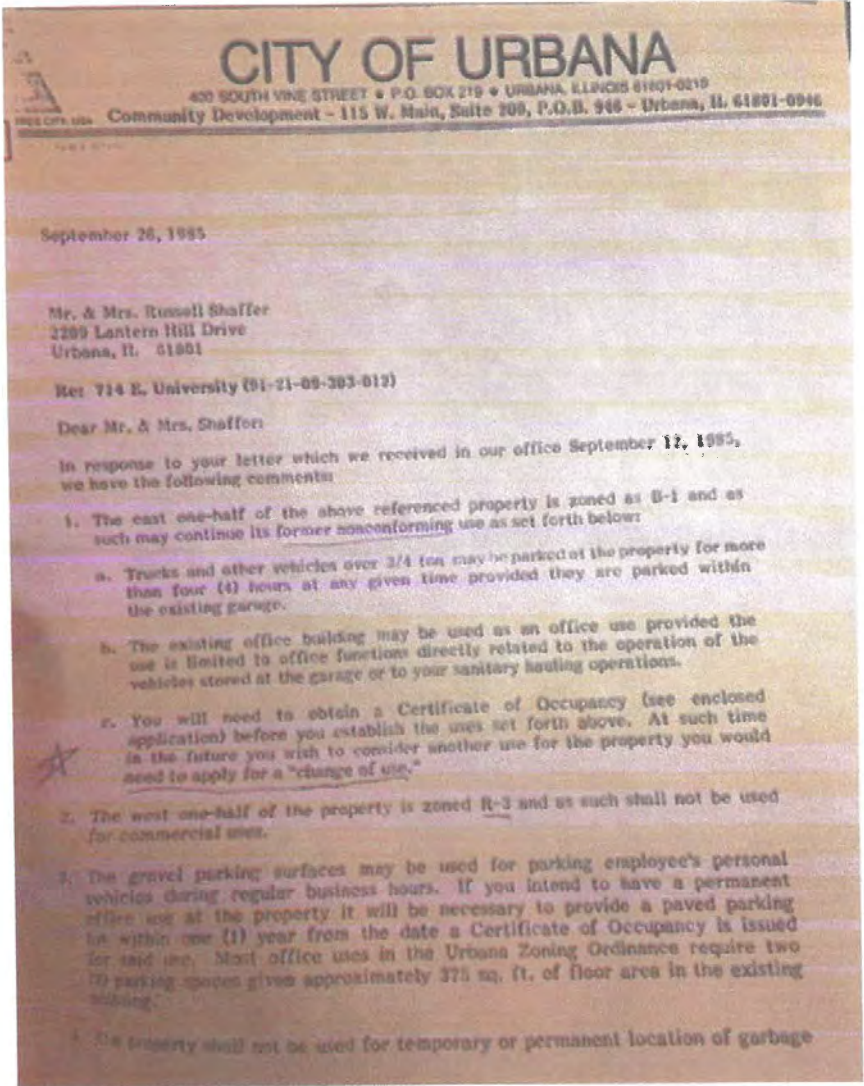
Confirmation of Commercial Status on Champaign County Consortium Map



Exhibit D - Application Ad Item J1. n



1973 Permit for Demolition  
Approved by Urbana



## CERTIFICATE OF OCCUPANCY

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES, CITY OF URBANA, ILLINOIS

THE ISSUANCE OF THIS CERTIFICATE IS FOR THE PROPERTY LOCATED AT 714 E. University  
832-21-02-00-012 WHICH AS OF THE DATE OF THIS CERTIFICATE IS  
 ZONED B-1 (Neighborhood Business) THE PERMITTED USE HEREBY AUTHORIZED BY  
 THIS CERTIFICATE IS Miscellaneous Business (See 1989 ZONING ORDINANCE) AND THUS COMPLIES WITH THE  
 1989 ZONING ORDINANCE AS AMENDED OF THE CITY OF URBANA, ILLINOIS.

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


USE GROUP AND FIRE DRAGING (Check one)	CLASS	USE GROUP	FIRE DRAGING IN SQUARE
SPECIFIC USE	A-1	Assembly, theater	3
(1) (a) Sanitary (garage and office)	A-2	Assembly, rigid clubs	3
(legally non-conforming use)	A-3	Assembly, reception centers, lecture halls, synagogues, restaurants	3
LIVE LOAD	A-4	Assembly churches, schools	3
220 WBS PF	B	Barber	3
OCCUPANCY LOAD	C	Factory and industrial	3
8 PEOPLE	D	High Hazard	3
GRADE OF FLOOR	E	Industrial, restricted occupancy	3
USE PLANT WATER	F	International, unoccupied occupancy	3
FORM: See letter of transparen- cy dated 09-26-89	G	Marine	3
	H	Medical, hospital	3
	I	Medical, multiple buildings	3
	J	Residential, 1 and 2 family dwellings	3
	K	Storage, warehouse, hotel, trough, live hazard	3

TYPE 1	TYPE 2	TYPE 3	TYPE 4
FRAME	NON-FRAME	EXPOSED REINFORCED FRAME	FRAME
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

SEAL

  
 BUILDING OFFICIAL

10/18/89  
 DATE

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

# Exhibit D - Application Add

Item J1.



211 South Cottage B1 Business

13 Lots Bought by Sewer District



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

Item J1.

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

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

Item J1.

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



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

Item J1.

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

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

Item J1.

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

<b>Permitted Uses</b>	<b>11</b>	<b>31</b>	<b>70</b>	<b>117</b>
<b>Conditional Uses</b>	<b>6</b>	<b>27</b>	<b>19</b>	<b>14</b>
<b>Special Uses</b>	<b>6</b>	<b>11</b>	<b>3</b>	<b>6</b>

# Exhibit F - Certificate of Occupancy (1985)

Item J1.

## CERTIFICATE OF OCCUPANCY

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

● THE ISSUANCE OF THIS CERTIFICATE IS FOR THE PROPERTY LOCATED AT 714 E. University  
491-77-09-303-012, WHICH AS OF THE DATE OF THIS CERTIFICATE IS  
 ZONED B-1 (neighborhood business), THE PERMITTED USE HEREBY AUTHORIZED BY  
 THIS CERTIFICATE IS Miscellaneous Business Uses AND THUS COMPLIES WITH THE  
 1950 ZONING ORDINANCE (AS AMENDED) OF THE CITY OF URBANA, ILLINOIS.

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

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

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

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

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

BUILDING OFFICIAL

10/18/85

DATE





# Exhibit G - Site Photos

Item J1.



Fig. 1: Subject Property, from intersection



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



# Exhibit G - Site Photos

Item J1.



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



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



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

# Exhibit H - Zoning Description Sheets

Item J1.



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

### ZONING DESCRIPTION SHEET

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

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

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

#### PERMITTED USES:

<b><u>Agriculture</u></b> Agriculture, Cropping	<b><u>Residential</u></b> Dwelling, Community Living Facility, Category I and Category II
<b><u>Business - Recreation</u></b> Country Club or Golf Course	Dwelling, Duplex*** Dwelling, Duplex ( <i>Extended Occupancy</i> )*** Dwelling, Single Family
<b><u>Public and Quasi-Public</u></b> Elementary, Junior High School or Senior High School Park	Dwelling, Single Family ( <i>Extended Occupancy</i> ) Dwelling, Two-Unit Common-Lot-Line***

#### SPECIAL USES:

<b><u>Public and Quasi-Public</u></b> Church, Temple or Mosque Electrical Substation Institution of an Educational or Charitable Nature Library, Museum or Gallery Police or Fire Station	<b><u>Residential</u></b> Dwelling, Transitional Home, Category II
--	---

#### PLANNED UNIT DEVELOPMENT USES:

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

#### CONDITIONAL USES:

<b><u>Agriculture</u></b> Artificial Lake of One (1) or More Acres	<b><u>Business - Recreation</u></b> Lodge or Private Club
<b><u>Business - Miscellaneous</u></b> Day Care Facility ( <i>Non-Home Based</i> )	<b><u>Public and Quasi-Public</u></b> Municipal or Government Building



## CONDITIONAL USES CONTINUED:

### Residential

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

#### Table V-1 Notes:

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

## DEVELOPMENT REGULATIONS IN THE R-3 DISTRICT

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

FAR = Floor Area Ratio

OSR = Open Space Ratio

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

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

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

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

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

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**Planning Division**

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B-1 – NEIGHBORHOOD BUSINESS ZONING DISTRICT

ZONING DESCRIPTION SHEET

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

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

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

PERMITTED USES:

**Agriculture**

Garden Shop

**Business - Food Sales and Services**

- Bakery (less than 2,500 square feet)
- Confectionery Store
- Meat and Fish Market
- Supermarket or Grocery Store\*\* (3,500 gross square feet or less per floor)

**Business - Miscellaneous**

Day Care Facility (Non-Home Based)

**Business - Personal Services**

- Barber/ Beauty Shop
- Health Club/Fitness\* (3,500 gross square feet or less per floor)
- Massage Therapist
- Pet Care/ Grooming
- Self-Service Laundry
- Shoe Repair Shop
- Tailor and Pressing Shop

**Business - Professional and Financial Services**

- Bank, Savings and Loan Association
- Copy and Printing Service
- Professional and Business Office

**Business – Recreation**

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

**Business - Retail Trade**

- Antique or Used Furniture Sales and Service\* (3,500 gross square feet or less per floor)
- Appliance Sales and Service
- Art and Craft Store and/or Studio\* (3,500 gross square feet or less per floor)
- Bicycle Sales and Service\* (3,500 gross square feet or less per floor)
- Clothing Store (3,500 gross square feet or less per floor)
- Electronic Sales & Service
- Florist
- Hardware Store
- Jewelry Store
- Music Store
- Pet Store\* (3,500 gross square feet or less per floor)
- Photographic Studio and Equipment Sales and Service\* (3,500 gross square feet or less per floor)
- Shoe Store\* (3,500 gross square feet or less per floor)
- Sporting Goods\* (3,500 gross square feet or less per floor)
- Stationery, Gifts or Art Supplies
- Tobacconist
- Variety Store
- Video Store\*\* (3,500 gross square feet or less per floor)

## PERMITTED USES Continued:

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

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

## SPECIAL USES:

**Business - Food Sales and Services**  
 Convenience Store  
 Supermarket or Grocery Store\*\* (*Greater than 3,500 gross square feet per floor*)

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

**Business - Miscellaneous**  
 Shopping Center - Convenience

**Business - Vehicular Sales and Services**  
 Gasoline Station

**Business - Personal Services**  
 Dry Cleaning or Laundry Establishment  
 Landry and/or Dry Cleaning Pickup

**Industrial**  
 Motion Picture Production Studio

**Business - Recreation**  
 Theater, Indoor

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

## PLANNED UNIT DEVELOPMENT USES:

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

## CONDITIONAL USES:

**Agriculture**  
 Plant Nursery or Greenhouse

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

**Business - Food Sales and Services**  
 Banquet Facility  
 Café or Deli  
 Catering Service  
 Fast-Food Restaurant  
 Restaurant

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

**Business - Professional and Financial Services**  
 Check Cashing Service  
 Packaging/ Mailing Service

# Exhibit H - Zoning Description Sheets

Item J1.

## CONDITIONAL USES Continued:

**Business - Recreation**

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

**Business - Vehicular Sales and Services**

Automobile Accessories (*New*)

**Public and Quasi-Public**

Electrical Substation

**Residential**

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

**Business - Retail Trade**

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

Table V-1 Notes:

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

## DEVELOPMENT REGULATIONS IN THE B-1 DISTRICT

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

FAR = Floor Area Ratio  
OSR = Open Space Ratio

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

# Exhibit H - Zoning Description Sheets

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

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

### ZONING DESCRIPTION SHEET

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

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

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

#### PERMITTED USES:

**Agriculture**

Garden Shop

**Business - Food Sales and Service**

- Bakery (*Less than 2,500 square feet*)
- Café or Deli
- Catering Service
- Confectionery Store
- Convenience Store
- Meat and Fish Market
- Restaurant
- Supermarket or Grocery Store

**Business - Miscellaneous**

- Day Care Facility (Non-Home Based)
- Mail-Order Business (*Less than 10,000 square feet of gross floor area*)

**Business - Personal Services**

- Barber/ Beauty Shop
- Dry Cleaning or Laundry Establishment
- Health Club/ Fitness
- Laundry and/or Dry Cleaning Pickup
- Massage Therapist
- Mortuary
- Pet Care/ Grooming
- Self-Service Laundry
- Shoe Repair Shop
- Tailor and Pressing Shop

**Business – Professional and Financial Services**

- Bank/ Savings and Loan Association
- Check Cashing Service
- Copy and Printing Service
- Packaging/ Mailing Service
- Professional and Business Office

**Business - Retail Trade**

- Appliance Sales and Service
- Art and Craft Store and/or Studio
- Bicycle Sales and Service
- Clothing Store
- Drugstore
- Electronic Sales and Service
- Florist
- Hardware Store
- Heating, Ventilating, Air Conditioning Sales and Service
- Jewelry Store
- Music Store
- Pet Store
- Photographic Studio and Equipment Sales and Service
- Shoe Store
- Sporting Goods
- Stationery, Gifts or Art Supplies
- Tobacconist
- Variety Store
- Video Store



# Exhibit H - Zoning Description Sheets

Item J1.

## PERMITTED USES Continued:

### Public and Quasi-Public

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

### Residential

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

## SPECIAL USES:

### Business - Cannabis

Dispensary (Non-Medical)

### Business - Miscellaneous

Shopping Center - Convenience

### Industrial

Microbrewery

### Public and Quasi-Public

Utility Provider

## PLANNED UNIT DEVELOPMENT:

### Business - Miscellaneous

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

## CONDITIONAL USES:

### Agriculture

Plant Nursery or Greenhouse

### Business – Food Sales and Services

Banquet Facility  
Fast-Food Restaurant  
Liquor Store

### Business – Recreation

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

### Business – Retail

All Other Retail Stores

### Business – Transportation

Taxi Service

### Business– Miscellaneous

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

### Business – Vehicular Sales and Services

Automobile Accessories (*New*)  
Gasoline Station

### Industrial

Bookbinding  
Confectionery Products Manufacturing and  
Packaging  
Motion Picture Production Studio

# Exhibit H - Zoning Description Sheets

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## Public and Quasi-Public

Electrical Substation

## Residential

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

### Table V-1 Notes:

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

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

## DEVELOPMENT REGULATIONS IN THE B-2 DISTRICT

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

FAR = Floor Area Ratio

OSR = Open Space Ratio

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

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

**Footnote<sup>4</sup>** – (Reserved)

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B-3 – GENERAL BUSINESS ZONING DISTRICT

ZONING DESCRIPTION SHEET

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

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

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

PERMITTED USES:

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

- Business - Adult Entertainment**
- Adult Entertainment Uses

- Business – Cannabis**
- Craft Grower
- Dispensary *(Medical & Non-Medical)*
- Infuser

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

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

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

# Exhibit H - Zoning Description Sheets

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## PERMITTED USES Continued:

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

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

### **Business - Retail Trade**

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

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

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

### **Business - Recreation**

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

### **Business - Transportation**

Motor Bus Station  
Taxi Service

### **Industrial**

Microbrewery

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

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

### **Residential**

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

# Exhibit H - Zoning Description Sheets

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## SPECIAL USES:

### Business – Retail

Firearm Store†

### Business – Vehicular Sales and Service

Towing Service

Truck Stop

### Public and Quasi-Public

Correctional Institution or Facility

Hospital or Clinic

### Residential

Dwelling, Multifamily

## PLANNED UNIT DEVELOPMENT USES:

### Business – Miscellaneous

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

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

## CONDITIONAL USES:

### Business - Miscellaneous

Crematorium

Self-Storage Facility

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

### Public and Quasi-Public

Nonprofit or Governmental, Educational and  
Research Agencies

Radio or Television Tower and Station

### Residential

Assisted Living Facility

Nursing Home

### Industrial

Bookbinding

Confectionery Products Manufacturing and  
Packaging

Electronics and Related Accessories - Applied  
Research and Limited Manufacturing

Engineering, Laboratory, Scientific and Research  
Instruments Manufacturing

Motion Picture Production Studio

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

Surgical, Medical, Dental and Mortuary  
Instruments and Supplies Manufacturing

### Table V-1 Notes:

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

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

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

# Exhibit H - Zoning Description Sheets

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## DEVELOPMENT REGULATIONS IN THE B-3 DISTRICT

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

FAR = Floor Area Ratio  
OSR = Open Space Ratio

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

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

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**MINUTES OF A REGULAR MEETING****URBANA PLAN COMMISSION****DRAFT****DATE:** March 9, 2023**TIME:** 7:00 P.M.**PLACE:** Council Chambers, City Building, 400 South Vine Street, Urbana, Illinois**PLAN COMMISSION****MEMBERS ATTENDING:** Dustin Allred, Lew Hopkins, Debarah McFarland, Karen Simms, Chenxi Yu**MEMBERS EXCUSED:** Andrew Fell**MEMBERS ABSENT:** Will Andresen**STAFF PRESENT:** UPTV Camera Operator; Kevin Garcia, Principal Planner; Marcus Ricci, Planner II**PUBLIC PRESENT:** Wilson Antonio, Dennis Barber, Devan Jones, Sarah Kedas, Hanna Loew, Mia Renna, Maya Robinson, Russell Shaffer, Sharon Shaffer, Austin Shwata, Michael Venardi**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

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

**2. NEW PUBLIC HEARINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Roll call on the motion was as follows:

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

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



MEMORANDUM

**TO:** Urbana City Council  
**FROM:** Mayor Diane Wolfe Marlin  
**DATE:** 22 June 2023  
**RE:** Board and Commission Reappointments

I am pleased to submit the following Reappointments for your approval:

**Civilian Police Review Board – terms ending June 30, 2026**

- **Ricardo Diaz**  
*I am interested in continuing as a member of the CPRB because we have a good team dealing with several issues: a large appeal log, changes to the ordinance, and reporting to the public. I enjoy working with staff and feel that we can produce great work together.*
- **Katrina Kindle**  
*I would like to continue being a part of the CPRB committee as it gives me a way to better understand the interactions between the Urbana Police and the Public. I have gained so much and feel better connected to a committee that cares about the citizens in Urbana.*

**Community Development Commission – term ending June 30, 2026**

- **DeShawn Williams**  
*I would be honored to continue working with the Community Development Commission. It brought me great joy to be a part of the forward progression of organizations within the community. I would like the opportunity to continue to have a voice in the development and guidelines for the projects put in place. It has been an honor serving with you all. I look forward to continuing that work.*

**Zoning Board of Appeals – term ending June 30, 2028**

- **Ashlee McLaughlin**  
*I would like to continue to serve on the Zoning Board of Appeals for the City of Urbana if the City will allow me to. I appreciate the opportunity to use my knowledge and interest in neighborhoods, transportation, and urban planning to serve my community in this way.*