



DATE: Tuesday, September 24, 2024

TIME: 6:00 PM

PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

A. Call to Order and Roll Call

B. Approval of Minutes of Previous Meeting

- [1.](#) August 27, 2024 Regular Meeting

C. Additions to Agenda

D. Public Input

E. Presentations

1. Imagine Urbana Comprehensive Plan - Andrea Ruedi & Kevin Garcia

F. Staff Report

- [1.](#) Staff Report

G. Unfinished Business

H. New Business

I. 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 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

In order to be incorporated into the record, emailed public comments must be received prior to 5:00 pm on the day preceding the meeting and sent following email address: grants@urbanainline.us.

The subject line of the email should include "PUBLIC INPUT", the board/commission name, and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted.

Written Input

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

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable. Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken. The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only. In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City at least 48 hours in advance using one of the following methods:

Phone: 217.384.2455

Email: hro@urbanaillinois.us

Watching the Meeting via Streaming Services

The meeting will be streamed live at <https://livestream.com/urbana>. The recorded video will be available on the City's website.

**City of Urbana
Community Development Commission
Meeting Minutes (UNAPPROVED)**

DATE: 8-27-2024

TIME: 7:00 P.M. (Actual: 6: 02)

LOCATION: Urbana City Council Chambers
400 S. Vine Street, Urbana, IL

A. Call to Order and Roll Call

Commissioner	PRESENT
Chris Diana	Yes
Robert Freeman	Yes
Patricia Jones	Yes
Anne Heinze Silvis	Yes
DeShawn Williams	Yes

Staff present: Breaden Belcher, Cameron Messmer, Nick Olsen

B. Approval of Minutes of Previous Meeting

Corrections noted: Yes ☐ No ☐

Approved: Yes ☒ No ☐

w/Corrections: Yes ☐ No ☐ N/A ☐

Moved by: Patricia Jones Seconded by: DeShawn Williams

C. Additions to the Agenda

None

D. Public Input

None

E. Presentations**1. Staff Report:**

Nick Olsen stated the 2023-2024 CAPER Draft is being prepared.

- o Public comment period will be open between September 12 – September 26.
- o Public hearing will occur on September 24th.
- o CAPER submission date is September 28th .

Nick Olsen provided an update on the Consolidated Plan (2025-2029) drafting process, and stated that the City will also accept input on the Consolidated Plan at the September 24th hearing.

Other presentation(s):

Nick Olsen and Cameron Messmer presented information on the previous year's Youth Services Grant program, including accomplishments, challenges, and the demographic information gathered by grantee organizations.

F. Unfinished Business:

None

G. New Business:

1. NEW BUSINESS

Breaden Belcher introduced a request for a loan modification for property located at 907 E Park Street.

- Current outstanding loan is \$12,500
- Homeowner has passed, estate executive (Ed Sexton) was present and gave brief explanation of the property, the previous owner, how beneficial this loan was to the owner and his duties relating to the property.

Rev. Robert Freeman called Motion to forgive \$12,500 (the entire loan balance), seconded by DeShawn Williams

Roll call on the motion was as follows:

Rev. Robert Freeman - Yes Anne Heinze Silvis - Yes
DeShawn Williams - Yes Chris Diana - No
Patricia Jones - Yes

The motion passed 4 to 1.

2. NEW BUSINESS

Nick Olsen introduced an amendment request regarding the City of Urbana Grants Division's Citizen Participation Plan. He explained that the proposed changes would bring the City's plan into alignment with federal regulations regarding comment periods, hearing, and noticing for the City's HUD plans and reports.

Patricia Jones motioned to approve changes; Chris Diana seconded the Motion.

Roll call on the motion was as follows:

Rev. Robert Freeman - Yes Anne Heinze Silvis - Yes
DeShawn Williams - Yes Chris Diana - Yes
Patricia Jones - Yes

The Motion passed unanimously, and the requested changes were approved as written.

H. **Adjournment**

TIME: (Actual: 6:44)

UNAPPROVED



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

GRANTS MANAGEMENT DIVISION

TO: Community Development Commission Members
FROM: Breaden Belcher, Grants Division Manager
DATE: September 24, 2024
SUBJECT: Staff Briefing

Grants Management Division Activities

- Housing Rehabilitation Program Update
 - Roof Repair funding extension
 - Program Outreach