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**DATE:** Monday, October 17, 2022  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

Chair: James Quisenberry Ward 7

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

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

**C. Additions to the Agenda**

**D. Presentations and Public Input**

**E. Staff Report**

**F. New Business**

1. **Ordinance No. 2022-10-042:** An Ordinance Approving a Major Variance (Woodward Garage at 2003 Airport Road / Case No. ZBA-2022-MAJ-05) - CD
2. **Resolution No. 2022-10-084R:** Resolution Accepting the Equity and Quality of Life (EQL) Projects Recommended by the Bicycle and Pedestrian Advisory Commission (BPAC) - PW
3. **Resolution No. 2022-10-085R:** Resolution Authorizing an Extension of Time for a Temporary or Experimental Traffic Regulation (One-Way Westbound Traffic on Fairview Avenue from Harvey Street to Goodwin Avenue) - PW
4. **Ordinance No. 2022-10-043:** An Ordinance Amending Schedule J of Section 23-183 of the Urbana Local Traffic Code Prohibiting Parking at All Times on Certain Streets (Harvey Street) - PW
5. **Ordinance No. 2022-10-044:** An Ordinance Amending Schedule O-1 of Section 23-201 of the Urbana Local Traffic Code Designating Load Restrictions upon Vehicles Using Certain Highways (Coler Avenue over Boneyard Creek; Washington Street over Sunny Estates Ditch) - PW
6. **Resolution No. 2022-10-083R** A Resolution Approving a Certain Intergovernmental Agreement between the City of Urbana and the City of Champaign (Housing and Homeless Innovation Consolidated Application) - CD

**G. Old Business**

1. **Resolution No. 2022-10-079R:** A Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan for Fiscal Year 2020-2024 and Annual Action Plan for Fiscal Year 2022/2023 - CD

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

## **H. Discussion**

1. Fire Station Programming

## **I. Council Input and Communications**

## **J. Adjournment**

## **PUBLIC INPUT**

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

Public Input will be taken in the following ways:

### **Email Input**

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

### **Written Input**

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

### **Verbal Input**

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

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) 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

*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  
Kat Trotter, Planner II

**DATE:** October 11, 2022

**SUBJECT:** **An Ordinance Approving a Major Variance** (Woodward Garage at 2003 Airport Road / ZBA-2022-MAJ-05)

### Introduction

Steven and Deborah Woodward request a variance to allow a 50-foot by 80-foot garage in the rear yard at 2003 Airport Road, in the R-1, Single-Family Residential zoning district. They would like to build a large Morton-style garage for Mr. Woodward's car collection. Section V-2.C.7 of the Zoning Ordinance allows accessory structures, like garages, to be 1,000 square feet in area, or 50 percent of the floor area of the dwelling, whichever is less. The property is approximately 2.5 acres, and the existing house is approximately 2,300 square feet. At 4,000 square feet, the proposed garage would exceed the maximum area allowed for accessory structures, so a variance is required to allow the request.

On September 21, 2022, the Zoning Board of Appeals voted with four ayes and one nay to forward the case to City Council with a recommendation to APPROVE the request with three conditions.

### Background

The applicants purchased the property in June 2022; however, the house has been on the property since the 1980s. There is an attached two-car garage that the applicants use for their everyday vehicles, and a 700-square-foot shed in the backyard. They would like to build a 4,000-square-foot Morton-style building for Mr. Woodward to store and work on his collectible cars. The garage would be detached from the existing house, in the backyard, approximately seven feet from the east side property line.

### Description of Site and Area

The property at 2003 Airport Road is 2.35 acres (approximately 103,000 square feet) and is located on the south side of Airport Road, east of Cunningham Avenue. Nearby are other residences, in the Landis Farms and Somerset Subdivisions. The adjacent properties to the east, west, and south are zoned R-2, Single-Family Residential, and the adjacent properties to the north across Airport Road are zoned County AG-2, Agriculture. The site is substantially larger than the surrounding residential properties.

The following table identifies the current zoning and the existing land uses of the subject property and surrounding properties (see Exhibits A and B).

Table 1. Zoning and Land Use

Location	Zoning	Existing Land Use
Site	R-1, Single-Family Residential	Residential
North	County AG-2, Agriculture	Residential & Agriculture
South	R-2, Single-Family Residential	Residential
East	R-2, Single-Family Residential	Residential
West	R-2, Single-Family Residential	Residential

## Discussion

The applicants request the variance to allow a 4,000-square-foot garage in the backyard of their property. The existing house is 2,300 square feet, with an attached two-car garage on the east side. There is also a 700-square-foot shed in the backyard. The previous owners used the large backyard to keep horses and a horse stable. Mr. Woodward collects and works on cars in his free time, and he would like to build a Morton-type building as a storage and work space. The garage would not be considered a second principal structure or a home occupation, as the use is recreational and incidental to the principal use on the lot – the house.<sup>1</sup> There is no commercial activity associated with the work on the vehicles; it is just a hobby for Mr. Woodward. The garage would be larger than the maximum permitted 1,000-square-foot accessory structure in the R-1 zoning district, so a variance is required.

The property is significantly larger than other residentially-zoned properties in the City and nearby (it is over 100,000 square feet, where 9,000 square feet is the minimum size required for a lot in the R-1 district<sup>2</sup>). There is a fence that runs between the east and west property lines, splitting the property in half; the garage would be built north of the fence in the applicants' backyard. The applicants purchased the property with the impression that the larger-than-average lot size would leave plenty of room for the desired garage. However, the Zoning Ordinance limits accessory structures in residential districts to a maximum of 1,000 square feet. The regulations were designed to prevent accessory structures from dominating the principal structure on residential lots and to ensure that the structures comply with the development regulations for the district. The floor area ratio for this property, including the proposed garage, would be approximately 0.06 (0.30 is the maximum), and the open space ratio would be approximately 14.0 (0.50 is required). Given the size of the property, the proposed garage would be larger than the house, but would still be incidental to the principal use and would comply with all other development regulations for the R-1, Single-Family Residential zoning district.

The proposed garage would be subject to the City's building permit and plan review process for new construction. The building must meet all other Zoning Ordinance and building code requirements for the R-1, Single-Family Residential zoning district. The maximum height for an accessory structure in a residential district is 15 feet, measured to the midpoint of a pitched roof. The proposed garage and house are well under the allowable floor area ratio for the zoning district, and the property as a whole

<sup>1</sup> Zoning Ordinance Section V-2. Principal and Accessory Uses and Structures

<sup>2</sup> Zoning Ordinance Table VI-3. Development Regulations by District

well exceeds the required open space ratio for the zoning district. The use would be incidental to the principal use and structure, a single-family house. The garage would be used solely to store the owner's collectible cars. No commercial or industrial activity would be permitted on the property, as it is zoned R-1, Single-Family Residential, and the use would be required to comply with all requirements of City Code, including the noise ordinance.

An attached garage of this size could be built onto the existing house without a variance. However, given the layout of the house and the large lot size, the applicants would like to build the garage as a stand-alone building in the backyard.

## **Public Input & Zoning Board of Appeals**

Staff published a legal ad in *The News-Gazette* to notify the public of the request and public hearing 15 days prior to the Zoning Board of Appeals meeting on August 10, 2022. Staff also sent letters to 62 neighboring property owners (within 300 feet of the subject property) notifying them of the request, and posted a public hearing sign on the property. Staff did not receive any public input regarding the requested variance prior to the public hearing.

On August 10, 2022, the Zoning Board of Appeals held a public hearing on the case. At the meeting, the Zoning Board of Appeals discussed the proposed garage's size and setback from the east property line. Ms. Chester suggested that the garage be set back at least 10 feet from the east property line. The Zoning Board of Appeals also discussed the potential issue of increased stormwater runoff. The proposed garage would have gutters that would be oriented north/south and direct stormwater runoff south into the open grassland.

Eight people spoke in opposition to the requested variance. They were concerned about the size and setback of the proposed garage, and the potential for fumes and noise generated by any automotive work on the vehicles and the vehicles themselves. They were also concerned about the reduction of green space and the potential for future commercial or industrial activity or storage on the lot. The Zoning Board of Appeals requested that the applicants provide a revised site plan showing an increased setback from the property lines for the proposed garage, and a photo of the proposed building type. Staff and the applicants provided documentation to that end, prior to the Zoning Board of Appeals meeting on September 21, 2022.

On September 21, 2022, the Zoning Board of Appeals re-opened the continued public hearing on the case. Ms. Trotter presented the revised site plan for the garage, now 50-foot by 80-foot with a 10-foot setback from the east property line. The applicants made a statement on behalf of the request. Three members of the public spoke in opposition to the request, stating that the garage would not conform to the character of the neighborhood. They also reiterated concerns about stormwater runoff and drainage. After some discussion, the Zoning Board of Appeals voted with four ayes and one nay to forward the case to City Council with a recommendation of approval with three conditions:

1. The garage shall generally conform to the Morton building design shown in Exhibit G;
2. The garage plans must be reviewed by the City Engineer, as a part of the building permit plan review process; and
3. The garage shall be centered on the property, in accordance with the revised site plan in Exhibit H.

## Variance Criteria

Section XI-3 of the Urbana Zoning Ordinance requires the Zoning Board of Appeals to make findings based on variance criteria. The Zoning Board of Appeals must first determine, based on the evidence presented, whether there are special circumstances or special practical difficulties with reference to the parcel concerned, in carrying out the strict application of the ordinance. This criterion is intended to serve as a minimum threshold that must be met before a variance request may be evaluated.

The following is a review of the criteria outlined in the ordinance, followed by staff analysis for this case:

1. *Are there any special circumstances or practical difficulties with reference to the parcel concerned, in carrying out the strict application of the zoning ordinance?*

The house was built in the 1980s on the approximately 2.5-acre property. The size of the lot is a special circumstance, as it is substantially larger than all other residential lots in the area, and allows ample room for an accessory structure that exceeds the maximum area permitted by the Zoning Ordinance, but it will still meet all of the development regulations of the R-1 zoning district.

2. *The proposed variance will not serve as a special privilege because the variance requested is necessary due to special circumstances relating to the land or structure involved or to be used for occupancy thereof which is not generally applicable to other lands or structures in the same district.*

The requested variance would not serve as a special privilege, as the property is much larger than the standard R-1 parcels in Urbana and other parcels in the area. The property is over 100,000 square feet, which is over ten times larger than the minimum required lot size for a property in the R-1 zoning district. A garage of the same size would not be feasible on a standard residential lot. However, it would not be out of place on this property due to the large lot size.

3. *The variance requested were not the result of a situation or condition having been knowingly or deliberately created by the Petitioner.*

Prior to speaking with City staff, the applicants were unaware of the Zoning Ordinance regulations for accessory structures. They purchased the property earlier this year, with the assumption that the oversized lot and large backyard would provide ample space for the desired garage. The applicants could build an attached garage onto the existing house without needing a variance, but it makes more sense to them for the building to be detached.

4. *The variance will not alter the essential character of the neighborhood.*

The garage would not alter the essential character of the neighborhood, as 2003 Airport Road is significantly larger than the neighboring residential properties. It was not platted as a part of the Landis Farms or Somerset Subdivisions – the property lies between the two subdivisions and is approximately 2.5 acres.

5. *The variance will not cause a nuisance to the adjacent property.*

The variance would allow a 4,000-square-foot garage to be built on the south side of the property, behind the existing house. The garage would be built in the backyard, entirely on the applicants' property, and would comply with the required rear and side yards for the R-1 zoning district. The use would be incidental to the principal use and structure, a single-family house. The garage would be used solely to store the owner's collectible cars. No commercial or industrial activity would be permitted on the property, as it is zoned R-1, Single-Family Residential, and the use would be required to comply with all requirements of City Code, including the noise ordinance.

6. *The variance represents generally the minimum deviation from requirements of the Zoning Ordinance necessary to accommodate the request.*

The garage would be 4,000 square feet, which does not represent the minimum deviation from the Zoning Ordinance requirements. The applicants could build an attached garage of the same size without a variance. However, given the amount of space on the property and the layout of the house, the applicants would like to construct the detached garage in their backyard, so a variance is required.

## Summary of Findings

1. Steven and Deborah Woodward request a major variance to allow a 50-foot by 80-foot garage in their backyard at 2003 Airport Road in the R-1, Single-Family Residential zoning district.
2. The variance will not serve as a special privilege to the property owner, as the property is much larger than the standard R-1 parcels in Urbana, and a garage of the same size would not be out of place on the property.
3. The variance was not the result of a situation knowingly created by the applicants, as they were unaware of the Zoning Ordinance regulations for accessory structures. They purchased the property earlier this year with the thought that the oversized lot and large backyard would provide ample space for the desired garage.
4. The variance will not alter the essential character of the neighborhood as the property is significantly larger than the neighboring properties, and the garage would be built in the large backyard.
5. The variance will not cause a nuisance to adjacent property owners, as the garage would be entirely on the applicants' property and would conform to the development regulations of the R-1, Single-Family Residential zoning district.
6. The variance does not represent the minimum deviation necessary from the requirements of the Zoning Ordinance, because the applicants could build an attached garage of the same size without a variance.

## Options

The City Council has the following options in Case No. ZBA-2022-MAJ-05:

1. Approve the Ordinance as requested based on the findings outlined in this memo; or
2. Approve the variance with certain terms and conditions; or
3. Deny the Ordinance. If the City Council elects to do so, it should articulate findings supporting the denial.

## Recommendation

At the September 21, 2022 meeting, the Zoning Board of Appeals voted with four ayes and one nay to forward this case to the City Council with a recommendation to APPROVE the request, with the following conditions:

1. The garage shall generally conform to the Morton building design shown in Exhibit G;
2. The garage plans must be reviewed by the City Engineer, as a part of the building permit plan review process; and
3. The garage shall be centered on the property, in accordance with the revised site plan in Exhibit H.

Staff concurs with the Zoning Board of Appeals' recommendation.

Attachments: Exhibit A: Location Map  
 Exhibit B: Zoning Map  
 Exhibit C: Site Plan (replaced by Exhibit F)  
 Exhibit D: Site Photos  
 Exhibit E: Variance Application  
 Exhibit F: Revised Site Plan (9/21/2022, replaced by Exhibit H)  
 Exhibit G: Morton Building Design  
 Exhibit H: Revised Site Plan (10/3/2022)  
 Exhibit I: ZBA Minutes 8/10/2022  
 Exhibit J: ZBA Minutes 9/21/2022

cc: Steven and Deborah Woodward, Property Owners/Applicants

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE APPROVING A MAJOR VARIANCE**

(Woodward Garage at 2003 Airport Road / Case No. ZBA-2022-MAJ-05)

**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**, the Urbana Zoning Ordinance provides for a major variance procedure to permit the Zoning Board of Appeals and the Corporate Authorities to consider applications for a major variance where there is a special circumstance or condition with a parcel of land or a structure; and

**WHEREAS**, Steven and Deborah Woodward request a major variance to allow a 50-foot by 80-foot garage in the rear yard at 2003 Airport Road in the R-1, Single-Family Residential zoning district; and

**WHEREAS**, the Zoning Board of Appeals held two public hearings on this request at 7:00 p.m. on August 10, 2022, and at 7:00 p.m. on September 21, 2022, in Case ZBA-2022-MAJ-05; and

**WHEREAS**, in accordance with Urbana Zoning Ordinance Section XI-10, due and proper notice of such public hearing was given by publication in *The News-Gazette*, a newspaper having a general circulation within the City, on a date at least 15 days but no more than 30 days before the time of the public hearing, and by posting a sign containing such notice on the real property identified herein; and

**WHEREAS**, the Zoning Board of Appeals voted four (4) ayes and one (1) nay to forward the case to the Urbana City Council with a recommendation to approve the requested variance, as presented, subject to the conditions specified in Section 1 herein; and

**WHEREAS,** the City Council finds that the requested variance conforms with the major variance procedures in Article XI, Section XI-3(C)(2)(e), of the Urbana Zoning Ordinance; and

**WHEREAS,** the City Council has considered the variance criteria established in the Urbana Zoning Ordinance and has made the following findings of fact:

1. Steven and Deborah Woodward request a major variance to allow a 50-foot by 80-foot garage in their backyard at 2003 Airport Road in the R-1, Single-Family Residential zoning district.
2. The variance will not serve as a special privilege to the property owner, as the property is much larger than the standard R-1 parcels in Urbana, and a garage of the same size would not be out of place on the property.
3. The variance was not the result of a situation knowingly created by the applicants, as they were unaware of the Zoning Ordinance regulations for accessory structures. They purchased the property earlier this year with the thought that the oversized lot and large backyard would provide ample space for the desired garage.
4. The variance will not alter the essential character of the neighborhood as the property is significantly larger than the neighboring properties, and the garage would be built in the large backyard.
5. The variance will not cause a nuisance to adjacent property owners, as the garage would be entirely on the applicants' property and would conform to the development regulations of the R-1, Single-Family Residential zoning district.
6. The variance does not represent the minimum deviation necessary from the requirements of the Zoning Ordinance, because the applicants could build an attached garage of the same size without a variance.

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

**Section 1.**

In Case No. ZBA 2022-MAJ-05, the major variance requested by Steven and Deborah Woodward, an Ordinance is hereby adopted to allow a 50-foot by 80-foot garage in their backyard at 2003 Airport Road, with the following conditions:

1. The garage shall generally conform to the Morton building design shown in Exhibit G of the staff report;
2. The garage plans must be reviewed by the City Engineer, as a part of the building permit plan review process; and



3. The garage shall be centered on the property, in accordance with the revised site plan in Exhibit H of the staff report.

## **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 date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

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Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this date day of Month, Year.

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Diane Wolfe Marlin, Mayor



# Exhibit A - Location Map

Item F1.



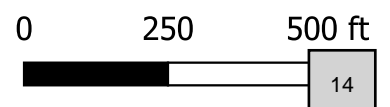
Case No.  
Subject  
PIN  
Petitioner

ZBA-2022-MAJ-05  
Woodward Garage Variance  
91-21-04-226-001  
Steven & Deborah Woodward

## Legend

 Subject Property

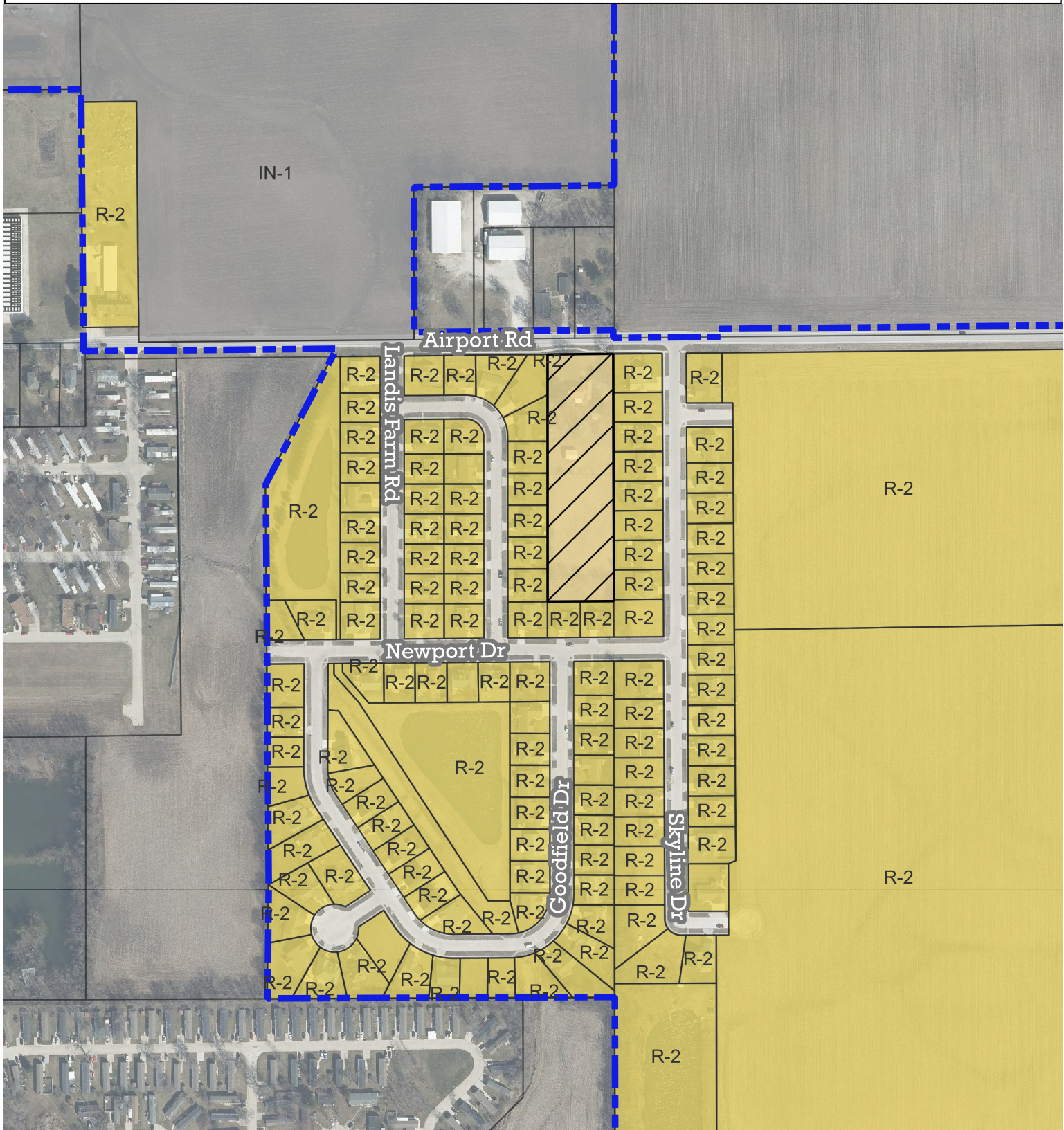
Urbana\_2020





# Exhibit B - Zoning Map



Item F1.






Case No.  
Subject  
PIN  
Petitioner

ZBA-2022-MAJ-05  
Woodward Garage Variance  
91-21-04-226-001  
Steven & Deborah Woodward

## Legend

-  Subject Property
-  Municipal Boundary

## Zoning

-  IN-1
-  R-1
-  R-2

Urbana\_2020

0 250 500 ft





2003 Airport Road  
Urbana, IL

WOODWARD D

Item F1.





EXHIBIT D – SITE PHOTOS

Item F1.









## Application for Variance

## ZONING BOARD OF APPEALS

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

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

Date Request Filed \_\_\_\_\_ ZBA Case No. \_\_\_\_\_

Fee Paid - Check No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

A VARIATION is requested in conformity with the powers vested in the Zoning Board of Appeals to permit the following variation (*Describe the extent of the Variation Requested*)

Zoning Ordinance Section V-2. #7 c size of accessory structure on the  
9-3-2021  
property described below, and in conformity with the plans described on this variance request.

#### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): Steven + Deborah Woodward Phone: 217-898-0147

Address (street/city/state/zip code): 2003 Airport Road Urbana, IL 61802

Email Address: biga94@comcast.net

Property interest of Applicant(s) (Owner, Contract Buyer, etc.):

#### 2. OWNER INFORMATION

Name of Owner(s): Steven + Deborah Woodward Phone: 217-898-0147

Address (street/city/state/zip code): 2003 Airport Road Urbana, IL 61802

Email Address: biga94@comcast.net

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

Location of Subject Site: 2003 Airport Rd Urbana, IL 61802

PIN # of Location: 91-21-04-226-001

Lot Size: 2.35 acres 115 x 660

Current Zoning Designation: *RA*

Current Land Use (vacant, residence, grocery, factory, etc): *residence*

Proposed Land Use: *Add morton building type to store collectable cars.*

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

*The N 9.95 chains of the E 1/2 of the E 1/2 of the E 1/2  
of the NE 1/4 of the NE 1/4, S4, T19N, R9E, Champaign County*

#### 4. CONSULTANT INFORMATION

Name of Architect(s): *Bickus Construction* Phone: *217-356-9207*

Address (street/city/state/zip code): *1305 W Harris Ave Champaign IL 61820*

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 VARIATION

Identify and explain any special circumstances or practical difficulties in carrying out the strict application of the Zoning Ordinance with respect to the subject parcel.

*The building we want to build is a 40' by 100ft' morton type building to store his collectable cars. If we were to follow code we would need to attach to the house which would make the house less attractive, functional & an eye sore losing the back yard. We have 2 1/2 acres behind the house and would like to utilize for a better design & appearance.*



Explain how the variance is necessary due to special conditions relating to the land or structure involved which are not generally applicable to other property in the same district.

The difference with this location is the 2 1/2 acres behind the home. Plenty of land to build without disruption to neighbors. The area was originally set up as a horse grazing area.

Explain how the variance is not the result of a situation or condition that was knowingly or deliberately created by you (the Petitioner).

When we bought the house we were told we had plenty of acres to build a large building to store his cars. Just down the road a mile is a house with a large building so we thought it was doable.

Explain why the variance will not alter the essential character of the neighborhood.

Many of the properties that are close to house are fenced in and our yard is not visible to them.

Explain why the variance will not cause a nuisance to adjacent property.

We have over 2 1/2 acres and plenty of room for a large building to store cars and if granted this variance will be professionally built to be a nice looking building.

Does the variance represent the minimum deviation necessary from the requirements of the Zoning Ordinance? Explain. I believe Yes.

Currently the way the ordinance was explained is you can only have a building 1/2 the size of your house. This would be a larger building since we have the land to build it on.

**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.

Shibal Woodward

Applicant's Signature

6-28-2022

Date

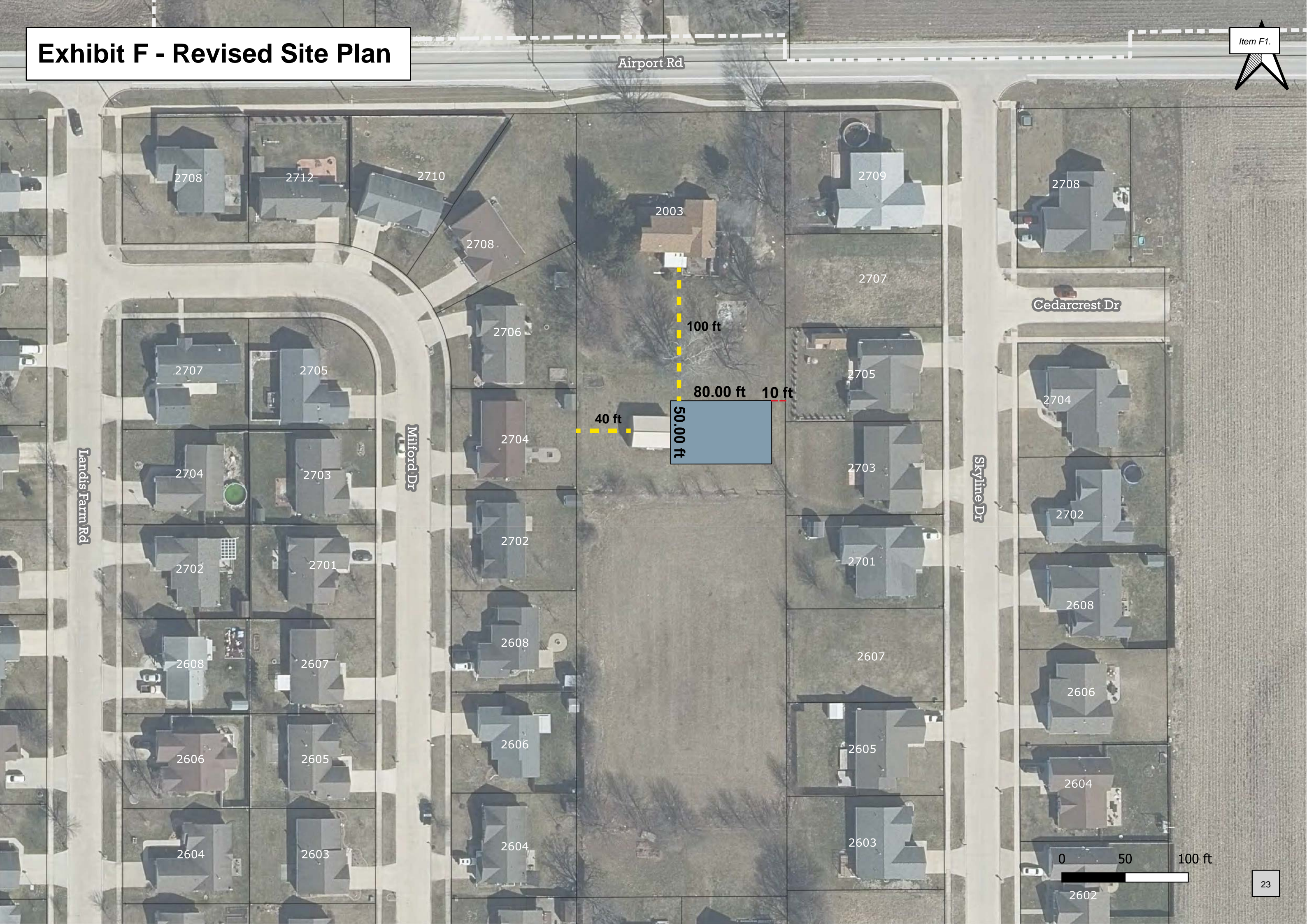
**PLEASE RETURN THIS FORM ONCE COMPLETED TO:**

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 F - Revised Site Plan

Item F1.



Airport Rd

Cedarcrest Dr

Skyline Dr

Milford Dr

Landis Farm Rd

50.00 ft

80.00 ft

10 ft

100 ft

40 ft

0 50 100 ft



Exhibit G – Potential Morton Building Design

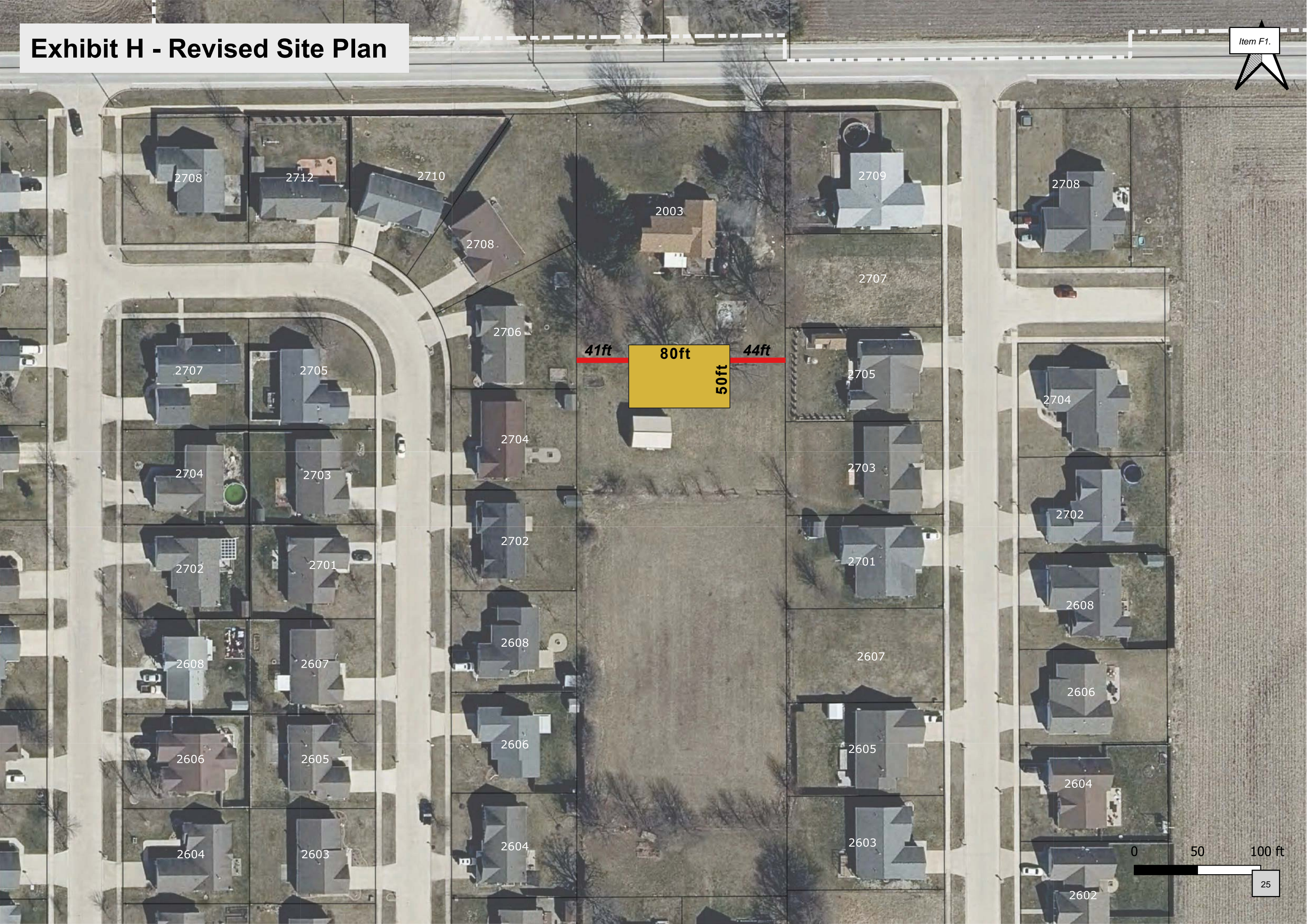
Item F1.





Exhibit H - Revised Site Plan

Item F1.





## MINUTES OF A SPECIAL MEETING

### URBANA ZONING BOARD OF APPEALS

**DATE:** August 10, 2022

**DRAFT**

**TIME:** 7:00 p.m.

**PLACE:** City Council Chambers, City Building, 400 South Vine Street, Urbana, IL

**MEMBERS ATTENDING:** Joanne Chester, Matt Cho, Ashlee McLaughlin, Adam Rusch, Nancy Uchtmann, Charles Warmbrunn, Harvey Welch

**STAFF PRESENT:** Marcus Ricci, Planner II; Kat Trotter, Planner II; UPTV Camera Operator

**OTHERS PRESENT:** Roy Dunaway, Shelly Dunaway, Andrew Fell, Gregg Henigman, Richard Levite, Natalie Levite, Andrea Lile, Michael Okler, Pamela Okler, Daryl Pearson, David Perryn, Chuck Peters, Earleen Peters, Myra Sully, Randy Woodward

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

Chair Welch called the meeting to order at 7:01 p.m. Roll call was taken, and he declared a quorum of the members present.

#### 2. CHANGES TO THE AGENDA

There were none.

#### 3. APPROVAL OF THE MINUTES

The minutes from the June 15, 2022 regular meeting were presented for approval. Mr. Cho moved that the Zoning Board of Appeals approve the minutes as written. Ms. Uchtmann seconded the motion. The minutes were approved as written by unanimous voice vote.

NOTE: Mr. Rusch arrived at 7:02 p.m.

#### 4. COMMUNICATIONS

The following communication was received after the packet was distributed:

- Letter from Marcus Ricci regarding a phone call conversation between himself and Judy Checker regarding ZBA-2022-MAJ-04
- Letter from Carol A. Mohr in opposition to ZBA-2022-MAJ-05

## 5. CONTINUED PUBLIC HEARINGS

There were none.

## 6. NEW PUBLIC HEARINGS

Note: Chair Welch swore in members of the audience who wished to speak during the public hearings for ZBA-2022-A-01, ZBA-2022-MAJ-04 and ZBA-2022-MAJ-05.

### **ZBA-2022-A-01 – A request by Octapharma Plasma, Inc. for an appeal of an interpretation of the Urbana Zoning Ordinance made by the Zoning Administrator.**

Chair Welch opened the public hearing for Case No. ZBA-2022-A-01. Kat Trotter, Planner I, stated that the Urbana Zoning Ordinance requires the City to open a public hearing within 30 days after an appeal application has been submitted. The applicant, Octapharma Plasma, Inc. has requested that Case No. ZBA-2022-A-01 be continued to the Zoning Board of Appeals' regular meeting on October 19, 2022 to allow them time to negotiate the terms of the lease. So, City staff asks that this case be continued to that date as requested.

Note: Joanne Chester arrived at 7:15 p.m.

Chair Welch asked if any members of the audience would like to speak in favor or in opposition of the proposed appeals case. There was none.

Mr. Warmbrunn moved that the Zoning Board of Appeals continue Case No. ZBA-2022-A-01 to the October 19, 2022 regular meeting. Ms. Uchtmann seconded the motion. Roll call on the motion was as follows:

Mr. Cho	-	Yes	Ms. McLaughlin	-	Yes
Mr. Rusch	-	Yes	Ms. Uchtmann	-	Yes
Mr. Warmbrunn	-	Yes	Mr. Welch	-	Yes
Ms. Chester	-	Yes			

The motion passed by unanimous vote.

### **ZBA-2022-MAJ-04 – A request by Andrew Fell, on behalf of FLC 1009 W Stoughton, LLC, for a major variance to reduce the minimum parking requirement by 60% to allow for construction of a multi-family residential apartment building at 1009 Stoughton Avenue in the B-3U, General Business-University Zoning District.**

Chair Welch opened the public hearing for Case No. ZBA-2022-MAJ-04. Marcus Ricci, Planner II, introduced the case by stating the purpose for the proposed request and by giving a brief background on the history of the property and number of parking spaces that were provided. He stated that the original building and parking areas were demolished in late July of 2022 to build a new apartment building. He noted the location, zoning and existing land use of the subject property and of the surrounding adjacent properties. He talked about the proposed 3-story, 18-

unit apartment building, parking requirements for the proposed new building and the proposed number of parking spaces that the applicant intends to provide. He showed photos and a building footprint of the previous building, noting the location of the parking spaces. Then, he showed the preliminary footprint for the proposed new apartment building, indicating where parking spaces would be located. He showed a table for other existing apartment properties that the applicant owns stating the number of bedrooms and parking spaces available for each; as well as, the percent of the parking spaces being rented by residents and the percent rented out to non-residents. He summarized City staff findings, read the options of the Zoning Board of Appeals and presented staff's recommendation for approval. Mr. Ricci pointed out that Andrew Fell, architect for the new building, was available to speak on behalf of the applicant.

Chair Welch asked if any members of the Zoning Board of Appeals had questions for City staff.

Ms. Uchtmann asked for clarification with the number of apartment units being proposed and number of tenants. Mr. Ricci explained that there would be 18 efficiency apartments, and the occupancy is regulated by the building code. The parking calculation is based on .7 times the number of individual one bedroom or efficiency apartments.

Ms. Uchtmann mentioned that at 5:00 p.m. on August 9, 2022, every parking space along Stoughton Avenue had a car parked in it. She stated that students would rather park for free than to pay to park. She added that the parking spaces along Springfield Avenue are often empty because they have two-hour meters. Students cannot park there and go to class and lunch because they will have a ticket.

Ms. Chester stated that she used to live in the neighborhood and between 1971 and 1995, it was always packed with vehicles. Parking spaces along Harvey and Stoughton are metered now.

She mentioned that all of the buildings on Main Street from Gregory to Lincoln Avenue are vacant. She believes that someone will build something in their place. She asked if they would ask for a parking reduction as well. Mr. Ricci said that it would be possible.

Ms. Chester stated that all of the parking spaces on Main Street from Harvey to Lincoln Avenue are full. Clark Street parking is always full. When the students are in town, there is no parking.

Mr. Cho asked if the space up front that the applicant would be giving up was counted in the calculation. Mr. Ricci explained that the applicant would be closing the existing access drive that currently has a parking space along the north side of the building. He said that the Planning staff presumed that Public Works would require the curb cut to be closed, which would create a parking space there. Mr. Cho stated that even though the applicant is not getting credit for it, with the on-street space, they would be providing eight parking spaces in total for this development.

Mr. Cho continued by saying that the new development would not be solving the problem with parking along Stoughton and on campus. Mr. Ricci replied that he presented the data that the applicant provided showing that at least half of the parking spaces they do provide are not being used by the residents in the building that was demolished or by residents in their other buildings. City staff does not keep track of how many residents have cars. Ms. Uchtmann stated that she did not believe that the parking spaces were being used because the applicant charges \$750.00 a



year extra for renting one parking space. She believed the real concern to be how many tenants are going to have vehicles. Mr. Ricci responded that the Zoning Ordinance does not regulate this.

Chair Welch opened the hearing for public input. He invited the applicant to speak.

Andrew Fell, architect for the project, approached the Zoning Board of Appeals to answer any questions from the Board.

Ms. Uchtmann asked if the applicant was required to provide more parking spaces, would it decrease the total number of apartment units. Mr. Fell replied that it is difficult to answer because it is an algebra problem with many variables. They have to consider how parking is counted on a site, the geometry of that site, the number of bedrooms, the marketing dynamic of apartment units, etc. As currently designed, the proposed development will be going from 17 bedrooms (in the previous building) to 18 bedrooms (in the new building). They plan to construct an apartment building with 18 efficiency and one-bedroom apartment units, which require .7 parking spaces per bedroom, totaling 13 required parking spaces. However, they could construct an apartment building on the site with four-bedroom units that require .5 parking spaces per bedroom, totaling 9 required parking spaces with the same number of bedrooms. He pointed out that the rental market is for efficiency and one-bedroom apartments; not two and four bedroom apartments. It hurts a property owner to build an efficiency and one-bedroom apartment units. Because the parking count is so high, the property owner can build less building.

Mr. Fell stated that the Zoning Board of Appeals should not consider the type of building being proposed but whether there is justification for reducing the number of required parking. He believed that City staff presented enough evidence to show that the required number of parking spaces is not needed.

Chair Welch asked if anyone in the audience wanted to speak in favor of the case. There was none. Chair Welch asked if anyone in the audience wanted to speak in opposition.

David Perryn approached the Zoning Board of Appeals to speak. He asked when the photos from City staff's presentation were taken. Mr. Ricci answered by saying that some of the photos were taken from Eagleview in 2021, and some of the photos were taken from Google in 2020. They pictures that he took were taken a week ago. Mr. Perryn stated that the photos taken a week ago were during the summer. He expressed concern about parking on campus in general.

With there being no further input from the audience, Chair Welch closed the public input portion of the hearing and opened the hearing for discussion and/or motion(s) by the Zoning Board of Appeals.

Ms. Uchtmann said that the photos were taken during the COVID season when there was not very many students on campus. She noted the letter from Judy Checker that is in opposition to the proposed variance request.

Ms. Chester reiterated that when she lived in the neighborhood, there were never any parking spaces. She is sure that it still this way today.

Ms. McLaughlin stated that there have been steps taken by the University of Illinois in the last ten years to reduce the number of cars on campus and discouraging car ownership, especially for under classman. She said that she felt if a couple of parking spaces are being added and the housing is being updated, then the City is coming out a little on top in terms of parking. She added that there is a bus route on Springfield Avenue. She stated that she did not see any reason to not approve the request.

Mr. Cho moved that the Zoning Board of Appeals forward Case No. ZBA-2022-MAJ-04 to the City Council with a recommendation for approval. Ms. Uchtmann seconded the motion. Roll call on the motion was as follows:

Mr. Rusch	-	Yes	Ms. Uchtmann	-	No
Mr. Warmbrunn	-	Yes	Mr. Welch	-	Yes
Ms. Chester	-	Yes	Mr. Cho	-	Yes
Ms. McLaughlin	-	Yes			

The motion passed by a vote of 6-1.

Mr. Ricci stated that the recommendation for Case No. ZBA-2022-MAJ-04 would be forwarded to City Council on September 12, 2022.

**ZBA-2022-MAJ-05 – A request by Steven and Deborah Woodward for a major variance to allow a 40-foot by 100-foot accessory structure at 2003 Airport Road in the R-1, Single-Family Residential Zoning District.**

Chair Welch opened the public hearing for Case No. ZBA-2022-MAJ-05. Kat Trotter, Planner II, presented this case to the Zoning Board of Appeals. She began by stating the purpose for the major variance request. She gave a brief background of the subject property. She noted the zoning of the subject property as well as that of the surrounding properties. She discussed the proposed accessory structure with regards to size, use, and Floor Area Ratio (FAR). She showed photos and a site plan. She summarized how the variance criteria from Section XI-3 of the Zoning Ordinance relates to the proposed major variance. She read the options of the Zoning Board of Appeals and presented staff's recommendation for approval with the condition that the garage generally conforms to the submitted site plan, as shown in Exhibit C of the written staff report. She stated that she would answer any questions from the Board and that the applicant was available via phone to answer any questions.

Chair Welch asked if any members of the Zoning Board of Appeals had questions for staff.

Mr. Welch asked if the existing house was built before the neighboring subdivisions were built. Ms. Trotter said yes. The house was constructed in the 1980s. The previous owner used the big back lot for horses.

Mr. Warmbrunn asked if the applicant planned to extend the driveway to the proposed shop/garage. Ms. Trotter said yes.

Mr. Warmbrunn asked what the rationale is for the applicant having the proposed building at a 45 degree angle. Ms. Trotter explained that City staff did not require any architectural drawings for the proposed structure. It will be a Morton-style building. The rationale for the 45-degree angle is to preserve the existing trees to the north and to fit the proposed building between the lot line and the existing shed. There will be a seven-foot setback between the eastern lot line and the proposed building.

Mr. Warmbrunn asked if City staff was requiring any screening. Ms. Trotter noted that there is some existing screening with a fence that separates the north part of the lot from the southern portion of the lot. There is also some screening along the western lot line from the neighboring single-family homes. There is an open area along the west side; however, the Zoning Board of Appeals could add a condition requiring the applicant to screen this area.

Mr. Warmbrunn asked if the Morton building would only have access on one side of the building. Ms. Trotter stated that would be a question for the applicant to answer.

Ms. Uchtmann asked how tall the proposed building would be. Ms. Trotter replied that it would be 15 feet in height.

Mr. Rusch asked if other than the size of the building, would the building meet all other development regulations? Ms. Trotter said yes. The Floor Area Ratio (FAR) and Open Space Ratio (OSR) are met by a wide margin. The required five-foot side yard setback would be met with a seven-foot setback. The front and rear yard would be met because of the massive space for each.

Ms. Chester stated that based on the size of the proposed building, she felt the required side yard setback should be greater than five feet. She felt ten feet would be more appropriate.

Mr. Warmbrunn asked how wide the subject lot is. Marcus Ricci, Planner II, stated that the property is 165 feet wide.

With there being no further questions for City staff, Chair Welch opened the public hearing for public input. He invited the applicants to address the Zoning Board of Appeals.

Deb Woodward, applicant, communicated with the Zoning Board of Appeals via phone. She stated that their intent when they purchased the property was to construct a storage building to store their antique cars. The other option was to construct a storage building attached to the house, but this would require them removing some of the trees. They do not want to remove any of the trees so they are proposing to construct a detached building on the property.

Chair Welch asked City staff if the applicant constructed the same size building attached to the house, then they would not need approval from the Zoning Board of Appeals or from the City Council. Ms. Trotter said that was correct. This case is a matter of location of the proposed building.

Mr. Warmbrunn asked what “working” on the cars mean. Ms. Woodward replied that “working” means polishing the cars and doing basic maintenance on them. It would not be an outside shop.

Mr. Warmbrunn asked if the proposed building would have only one access. Ms. Woodward stated that there would be two doors to allow ease of getting the cars out. Mr. Warmbrunn asked if a door would be at both ends to allow the ability to drive through. Ms. Woodward said no. The two doors would be on the one end facing the house.

Ms. Uchtmann asked how tall the proposed building would be. How tall is the existing shed on the lot? Ms. Woodward stated that the existing shed is 12 to 13 feet in height. The proposed building would be 15 feet in height.

Mr. Rusch asked if they planned to install a car lift. Ms. Woodward said yes. They would install one lift so they can change oil, etc.

Chair Welch asked if anyone in the audience wished to speak in favor of the proposed variance request. There was none.

Chair Welch invited members of the audience who wished to speak in opposition of the proposed variance request to approach the table.

Gregg Henigman approached the Zoning Board of Appeals to speak in opposition. He mentioned that he lives adjacent to the subject property, and he thinks he will be the person most affected by the proposed building. He stated that he currently has an open view to the west that would become blocked by a 100-foot by 15-foot tall wall of aluminum or steel. He stated that he did not feel that the proposed building would fit in with the architectural design of the subdivision. He understands about the applicants wanting a building to store their vehicles in; however, the proposed building will be a giant eyesore. He expressed concern about someday if the applicants decide to sell the property, then what might a future owner intend to use the proposed building for. He talked about other ideas the previous owner had about donating the property to the City to use as a public park. He felt that a 4,000 square foot building would be overkill.

Charles and Earleen Peters approached the Zoning Board of Appeals to speak in opposition. Ms. Peters stated that they live at 2701 North Skyline Drive. She and her husband moved into their house in 2007, and they were the second occupants on Skyline Drive. They were ensured that the lot behind them (the subject property) would remain as pasture or would be turned into a park. She pointed out that the proposed building will be constructed seven feet from their property line. It will be a commercial building and an eyesore. When Mr. Woodward works in his future garage, he will be 80 feet from their master bedroom. He will determine what time they get up in the morning, what time they go to bed at night and whether they can go outside and enjoy their back yard.

Ms. Peters stated that the previous owners always maintained the land; however, the new owners have not taken care of it at all. The stable has become in need of much maintenance. She asked that the Zoning Board of Appeals not allow the proposed variance.

Mr. Peters said that he believed the existing stable/shed to be 18 to 20 feet in height. He mentioned that they researched Morton buildings of the size being proposed, and they found that the average height is 28 or 29 feet tall at the peak.

He expressed concern about storm water drainage. He mentioned that if they get a lot of rain, they currently have drainage into their yard because of the low level between the Woodward property and their property. The proposed building will create flooding in their backyard.

Mr. Peters pointed out that the site plan shows the proposed building crossing over the fence line into the southern portion of the property; whereas, City staff said it would be constructed completely on the northern portion. He and his wife currently get to see sunsets. If the Woodwards construct the proposed garage, they will not be able to watch the sunset from their backyard.

Ms. Peters expressed concern about future use of the proposed building.

Mr. Welch asked if someone told them that the subject property would not be developed. Ms. Peters stated that the builder of their subdivision had made an agreement with the previous owners of the subject property.

Mr. and Ms. Peters expressed concern about the proposed building affecting their property value.

Mr. Rusch asked if City staff had researched the property to see if there are any conditions stating that something like the proposed building could not be done. Ms. Trotter explained that the subject property is not platted as part of either the Landis Farm or the Somerset Subdivisions, so it is not incorporated into the covenants of those platted subdivisions.

Ms. Uchtmann wondered how big of a building the applicants would be allowed to build if it would be attached to their home. Ms. Trotter replied that the size would need to meet the FAR and OSR requirements for the R-1, Single-Family Residential Zoning District. She added that given the lot size of the subject property, the applicants could build a rather large addition attached to their home, even a 4,000 square-foot addition. Accessory structures, such as what is proposed, are limited to 1,000 square feet. Ms. Chester asked if the applicants could build a 50-foot breezeway/walkway from the house to the proposed garage, and it would be considered attached to the house. Ms. Trotter said yes, that is correct.

Ms. Uchtmann asked what the height limit would be for a structure attached to the house. Ms. Trotter replied that the house could be up to 35 feet in height; whereas, an accessory structure could only be 15 feet in height maximum.

Richard and Natalie Levite approached the Zoning Board of Appeals to speak in opposition. Ms. Levite stated that she works from home all hours. She cannot imagine having something loud and distracting in her backyard. She expressed concern about visibility of watching the sunset and also about the possibility of painting and other fumes and noise coming from the antique cars. She also stated concern about the storm water drainage, and it flooding their backyard.

Mr. Levite expressed concern about the noise coming from the antique cars. Some antique cars are louder than others, such as performance cars.

Michael Okler approached the Zoning Board of Appeals to speak in opposition. He stated that he lives in Landis Farm Subdivision and walks his dogs between Landis Farms Subdivision and Somerset Subdivision. He expressed concern about the size of the proposed garage

overshadowing the residential homes in the neighborhoods and about how the proposed garage would impact his property value. He mentioned that there is a solar farm going to be developed across Airport Road, and he thinks solar farms are not attractive. Although he understood the applicants wanting to have their antique cars located on their property, he was convinced that the applicants would want to invite people over to show them off by revving up the engines or to get help working on the cars.

Roy Dunaway approached the Zoning Board of Appeals to speak in opposition. He stated that he lives at 2709 North Skyline Drive. He said that it is not the failure of the neighboring residents that the applicants failed to know what they can do with their property. He confirmed that the previous property owner wanted there to be a park in the pasture area of this lot. The fact that the applicants are willing to destroy the neighbors' view is not right. He encouraged the Zoning Board of Appeals to deny the proposed variance.

Myra Sulley approached the Zoning Board of Appeals to speak in opposition. She stated that she lives in the Landis Farm Subdivision. She said it is a nice neighborhood, and a garage such as the one being proposed will take away from the residential character of the neighborhood and make it appear more commercialized. Many residents of both Landis Farm and Somerset Subdivisions enjoy walking around, and to see such a large construction would be an eyesore. The applicants could have purchased a property further down on Airport Road that already has a storage building/8-car garage. For the applicants to build something that will affect the neighbors' views rather than attaching it to their home and affecting their own view is not something to consider.

David Perryn approached the Zoning Board of Appeals to speak in opposition. He stated that he lives in Landis Farm Subdivision. He stated that Morton buildings are really tall. He expressed concern that the proposed building will not be tasteful and will create flooding issues for the neighboring properties. He stated he was also concerned with the applicants not doing their homework to make sure what they want to do works with their own master plan and the affect the proposed building would have on the neighboring property values. He said that the neighbors should not have to bear the costs for the applicants not doing their research. He added that if this is approved and the applicants sell the property, they do not have control over the use of the building. He mentioned that he was also unhappy with the future solar farm across Airport Road.

With no further comments from the audience, Chair Welch closed the public input portion of the hearing. He then opened the hearing for Zoning Board of Appeals discussion and/or motion(s).

Ms. Trotter reiterated that the development and land use regulations in the Zoning Ordinance for the R-1 Zoning District and the Noise Ordinance would apply to the subject property. While the applicants plan to store many vehicles in the proposed garage, the entire property would be subject to following the Noise Ordinance. The property would continue to be zoned R-1, Single-Family Residential. City staff would not be consenting to any commercial use on the lot.

She confirmed that while the site plan is a bit confusing, the proposed garage would be constructed at a 45-degree angle, entirely on the northern portion of the property. The pasture area on the southern portion of the lot would remain as pasture.

Mr. Rusch asked if the applicants or any future owners of the subject property wanted to have a Home Occupation or industrial use, would they need to seek approval from the Zoning Board of Appeals. Ms. Trotter replied that industrial uses would not be permitting in the R-1 Zoning District. It would require a rezoning of the property that is considered by the Plan Commission and decided by the City Council. With both Landis Farms and Somerset Subdivisions being zoned R-2, Single Family Residential, she highly doubted that a rezoning would be approved. She explained that there are three different types of Home Occupation Permits. Type C would require a Conditional Use Permit. So, if the owners (present or future) wanted to use the property for anything other than low intensity residential, they would be required to get approval of a Conditional Use Permit, which approval would be decided by the Zoning Board of Appeals.

Mr. Ricci reiterated that Morton buildings may come with tall heights; however, the Zoning Ordinance caps the height of an accessory building at 15 feet at the mid-point of the roof line.

Ms. Uchtmann wondered how City staff would control painting and fumes. She said that restoring antique cars would require painting and sanding. Ms. Trotter referred the question to the applicant. Ms. Woodward explained that the plan is to make the proposed building to be pleasant looking. It would be insulated. She added that she and her husband purchased the property with intentions for it to be their forever home. They plan to make improvements to the house to increase their property values as well.

Mr. Cho asked if the applicants need 4,000 square feet or could the size of the proposed garage be scaled down. Would the applicants consider removing the existing stable? Would the applicants be opposed to fencing their property to provide screening and to hide any aesthetic differences that the neighbors may have? Ms. Woodward replied that they are still in the designing phase with an architect and a builder, so it may be doable to have a 40-foot by 80-foot building instead. They need to see how much storage space would be provided. The idea is to make the existing stable look like the proposed building.

Mr. Rusch moved that the Zoning Board of Appeals forward Case No. ZBA-2022-MAJ-05 to the City Council with a recommendation for approval with the condition that the garage generally conforms to the submitted site plan, as shown in Exhibit C of the written staff report, and not to exceed 4,000 square feet. Ms. Uchtmann seconded the motion.

Mr. Warmbrunn stated that he did not feel he could vote in favor of the motion because he did not feel the Board has all of the facts. Where would the storm water drainage go? Would the applicants be required to construct a pond for the runoff? Ms. Trotter stated that the Zoning Ordinance requires a Storm Water Management Plan when a development or total impervious surface is going to exceed 10,000 square feet. This typically does not come into play with single-family houses. Given the size of the existing house, stable, garage and driveway along with the size of the proposed garage, it may be required during the plan review process. If the Zoning Board of Appeals has concerns about this, they could place a condition that the City Engineer must look at storm water drainage for the proposed development. She noted that the significant open space is pervious surface to offset the impervious surfaces on the lot; however, this does not take into consideration drainage.

Mr. Warmbrunn stated that there also needs to be some sort of screening provided. As presented, he said he was against the proposed variance.

Mr. Cho agreed that there is not enough information provided. All they have is the sketch (Site Plan), labelled Exhibit C. He suggested continuing the case to the next regular meeting to allow the applicants to obtain additional detailed information and to address the concerns of the neighboring residents.

Mr. Rusch stated that this case sucks because there are going to be unhappy people no matter the decision. On one hand he is inclined to vote yes because it is the applicants land. They purchased it. It is not part of Landis Farm Subdivision, and it is not part of Somerset Subdivision. The previous owner could have turned it into a park if he wished; however, he did not donate it to the City of Urbana. He could have sold it to someone else, but he did not. However, he stated that he believed this could be handled more amicably. He agreed that the applicants could provide more detailed information for the Zoning Board of Appeals to consider.

Mr. Rusch withdrew his original motion. Ms. Uchtmann approved.

Mr. Rusch moved that the Zoning Board of Appeals table Case No. ZBA-2022-MAJ-05 to the next regular meeting and encourage the applicants to get more details on what they planned to develop.

Ms. Trotter asked for specific details that the Zoning Board of Appeals wants. The Board members agreed they wanted the following:

- Illustration or Photo of the proposed building
- More distance from property lines
- Detailed Site Plan
- Storm Water Drainage Plan

The motion was seconded by Ms. Uchtmann. Roll call on the motion was as follows:

Ms. Uchtmann	-	Yes	Mr. Warmbrunn	-	Yes
Mr. Welch	-	Yes	Ms. Chester	-	Yes
Mr. Cho	-	Yes	Ms. McLaughlin	-	Yes
Mr. Rusch	-	Yes			

The motion was approved by unanimous vote.

Mr. Rusch moved that the Zoning Board of Appeals continue Case No. ZBA-2022-MAJ-05 to the September 21, 2022 regular meeting. Ms. Uchtmann seconded the motion.

Roll call on the motion was as follows:

Mr. Warmbrunn	-	Yes	Mr. Welch	-	Yes
Ms. Chester	-	Yes	Mr. Cho	-	Yes
Ms. McLaughlin	-	Yes	Mr. Rusch	-	Yes
Ms. Uchtmann	-	Yes			

The motion was approved by unanimous vote.



Chair Welch announced to the public audience that they would be given an opportunity to speak again at the meeting on September 21, 2022 regarding this case.

**7. OLD BUSINESS**

There was none.

**8. NEW BUSINESS**

There was none.

**9. AUDIENCE PARTICIPATION**

There was none.

**10. STAFF REPORT**

There was none.

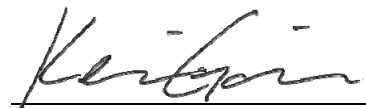
**11. STUDY SESSION**

There was none.

**12. ADJOURNMENT OF MEETING**

Chair Welch adjourned the meeting at 8:48 p.m.

Respectfully submitted,



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Kevin Garcia, AICP  
Principal Planner and Zoning Administrator  
Secretary, Urbana Zoning Board of Appeals



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

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

**TO: Mayor Diane Wolfe Marlin and Members of City Council**  
**FROM: John C. Zeman, City Engineer**  
**DATE: October 10, 2022**  
**RE: RESOLUTION ACCEPTING THE EQUITY AND QUALITY OF LIFE (EQL)  
PROJECTS RECOMMENDED BY THE BICYCLE AND PEDESTRIAN  
ADVISORY COMMISSION (BPAC)**

### Introduction

The Equity and Quality of Life (EQL) Program was created in 2021 to address tactical infrastructure needs with an emphasis on underserved neighborhoods. The goal is to improve health and safety for Urbana residents in tangible ways through a series of small projects. Staff and the Bicycle and Pedestrian Advisory Commission (BPAC) developed a process for community input and review for project selection, and this is outlined in the [EQL Program Summary](#) (follow link). Staff review and scoring of submissions led to a list of candidate projects that included ten (10) projects ready for implementation (design and construction) and five (5) projects which require planning to define the scope of work. These fifteen (15) candidate projects are illustrated on the [EQL Program Map](#) (follow link).

Staff presented candidate implementation projects with budgetary cost estimates to BPAC at their meetings on August 16, 2022 and September 20, 2022. The initial estimate for the implementation projects totaled \$2.5 million. At the second BPAC meeting, staff presented two alternatives for reducing the scope of work to keep the total cost estimate below the program's \$2 million budget. BPAC selected the scope of work for implementation projects that is summarized in the attached Table 1. These ten (10) implementation projects represent 7,310 feet of new sidewalk and 5,850 feet of streets with new lights.

The five (5) planning projects will next be evaluated with an engineering study which will be completed by spring 2023. Design engineering for the ten (10) implementation projects will begin in fall 2022. Construction will follow as early as spring 2023 for the implementation projects.

**Financial Impact**

The EQL implementation projects will be funded with up to \$2,000,000 of Capital Replacement and Improvement (CR&I) money budgeted for FY 2023 in the EQL Program through the FY 2023-2027 Capital Improvement Plan (CIP).

The EQL planning projects will be funded with a combination of Community Development Block Grant (CDBG) and CR&I money. Staff will request a budget amendment in November 2022 for the EQL planning projects.

**Recommendation**

Staff recommends passing the attached resolution to accept the EQL projects recommended by BPAC.

**Attachments:** FY 2023 EQL Program Summary Tables  
Resolution 2022-10-\_\_\_\_R

**Table 1: Implementation Projects in FY 2023 EQL Program**

<b>EQL #</b>	<b>Priority Score</b>	<b>Location</b>	<b>Scope</b>	<b>Total Project Cost</b>
3	75	Silver St. between Fletcher and Philo	Sidewalks, Street Lights	\$ 272,000.00
63	65	Philo Rd. between Washington and Fairlawn	Sidewalk	\$ 261,000.00
25b	45	Fairlawn Dr. between Anderson and Cottage Grove	Sidewalk on one side of street, Street Lights	\$ 365,000.00
29b	45	900-block N Division Ave.	Sidewalks, Street Lights	\$ 125,000.00
60	45	Church St. west of Lincoln Avenue	Multi-Use Path	\$ 95,000.00
59	40	Michigan Ave. between Anderson and Vine	Street Lights	\$ 157,000.00
39	35	Florida Ave. between James Cherry and Kinch	Street Lights	\$ 146,000.00
4	30	Geraldine Ave. and Highland Dr.	Sidewalk on one side of street	\$ 246,000.00
16	30	100-block N Poplar St.	Street Lights	\$ 68,000.00
25a	30	Hawthorne St. between Anderson and Fairlawn	Sidewalk on one side of street, Street Lights	\$ 211,000.00
		<b>TOTAL EQL PROGRAM</b>		<b>\$ 1,946,000.00</b>

**Table 2: Planning Projects in FY 2023 EQL Program**

<b>EQL #</b>	<b>Priority Score</b>	<b>Location</b>	<b>Scope</b>	<b>Next Step</b>
29a	75	Kerr Ave. between Broadway and Cunningham	Traffic Calming	Speed Study
25c	65	Anderson St. between Washington and Florida	Traffic Calming	Speed Study
52 & 65	60	Crystal Lake Dr. between Broadway and Cunningham	Traffic Calming	Speed Study
9	55	N Broadway Ave between University and Country Club Road	Traffic Calming	Speed Study
21	40	Mumford Drive and Philo Road	Enhanced Pedestrian Crossing	Crossing Enhancement Evaluation

**RESOLUTION NO. 2022-10-\_\_ R****RESOLUTION ACCEPTING THE EQUITY AND QUALITY OF LIFE (EQL) PROJECTS RECOMMENDED BY THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION (BPAC)**

**WHEREAS**, the City of Urbana adopted Mayor and City Council Strategic Goals for 2022-2023 which included strategies to increase investment in infrastructure equity, with action steps to solicit community input for use of Equity and Quality of Life (EQL) funding and implement EQL selected projects; and

**WHEREAS**, the City of Urbana has included in its FY 2023-2027 Capital Improvement Plan a budget of \$2,000,000 in FY 2023 for the EQL Program; and

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

Ten (10) implementation projects, as recommended by the Bicycle and Pedestrian Advisory Commission (BPAC) for inclusion in the FY 2023 EQL Program and as described in Table 1 attached hereto and hereby incorporated by reference, are hereby accepted.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of October, 2022.

AYES:

NAYS:

ABSTENTIONS:

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

**APPROVED BY THE MAYOR** this \_\_\_\_ day of October, 2022.

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



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

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

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

**FROM: John C. Zeman, City Engineer**

**DATE: October 10, 2022**

**RE: RESOLUTION AUTHORIZING AN EXTENSION OF TIME FOR A  
TEMPORARY OR EXPERIMENTAL TRAFFIC REGULATION (ONE-WAY  
WESTBOUND TRAFFIC ON FAIRVIEW AVENUE FROM HARVEY STREET  
TO GOODWIN AVENUE)**

### Introduction

During summer 2022, the Urbana School District #116 contacted the Public Works Department to request a change in the student drop-off and pick-up traffic patterns at Dr. Martin Luther King Jr. Elementary School (King Elementary). Public Works met with the School District to discuss their concerns with the previous traffic patterns and their proposed plan. Public Works coordinated with first responders, the Champaign-Urbana Mass Transit District (CUMTD), and the Champaign County Regional Planning Commission to review the proposed plan before implementation. The proposed plan was discussed at the August 2, 2022 meeting of the Traffic Commission, which was attended by the School District. The Chief of Police and the City Engineer approved the proposed plan as an experimental traffic regulation to be implemented on August 18, 2022, which is effective for 90 days and is set to expire on November 16, 2022 without authorization from City Council for an extension of time.

The attached map illustrates the proposed student drop-off / pick-up plan for King Elementary. The School District informed families of students about the new traffic pattern before the school year began. School buses line up in the school's private drive along Goodwin Avenue. Cars line up in the westbound driving lane on Fairview Avenue, starting near Goodwin Avenue. During the student drop-off period (approximately 30 minutes around the 8:10 AM first bell) and the student pick-up period (approximately 30 minutes around the 3:00 PM dismissal bell), Fairview Avenue is restricted to one-way westbound traffic from Harvey Street to Goodwin Avenue. School staff install and remove barricades on Fairview Avenue to enforce this short-term one-way regulation. Fairview Avenue is a CUMTD bus route, and CUMTD has been rerouting buses around this segment of Fairview Avenue during drop-off and pick-up periods.

The City Engineer observed a student pick-up period on Tuesday, September 27, 2022. It was a smooth and orderly process overall. This topic was discussed again at the October 4, 2022 meeting of the Traffic Commission, which was attended by the School District. The Traffic Commission agreed to request authorization from City Council to continue enforcing this experimental traffic regulation until the end of the 2022-2023 school year (June 5, 2023).

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Assuming this experimental traffic regulation continues to work well, the intention is to make this a permanent traffic regulation prior to the start of the 2023-2024 school year. The City will require the School District to submit a detailed plan for enforcement of one-way traffic on Fairview Avenue as part of a written traffic plan for King Elementary.

### **Recommendation**

Staff recommends passing the attached resolution to authorize an extension of time for this experimental traffic regulation.

**Attachments:** Map of Drop-Off / Pick-Up Plan 2022-2023  
Resolution 2022-10-\_\_\_\_R



PROPOSED SCHOOL DROP-OFF/PICKUP PLAN  
2022-2023

Item F3.





**RESOLUTION NO. 2022-10-****RESOLUTION AUTHORIZING AN EXTENSION OF TIME FOR A TEMPORARY OR EXPERIMENTAL TRAFFIC REGULATION (ONE-WAY WESTBOUND TRAFFIC ON FAIRVIEW AVENUE FROM HARVEY STREET TO GOODWIN AVENUE)**

**WHEREAS**, the City of Urbana has adopted a local traffic code which is set forth in its ordinances as Chapter 23; and

**WHEREAS**, the Chief of Police and the City Engineer of the City of Urbana, pursuant to Section 23-22 of the aforesaid traffic code, have the authority to make and enforce temporary or experimental traffic regulations to cover special conditions for no more than ninety (90) days; and

**WHEREAS**, the Chief of Police and the City Engineer made an experimental traffic regulation for one-way westbound traffic on Fairview Avenue from Harvey Street to Goodwin Avenue during periods of student drop-off and pick-up on days when the Dr. Martin Luther King Jr. Elementary School is in session, starting on August 18, 2022; and

**WHEREAS**, the Traffic Commission of the City of Urbana, on October 4, 2022, unanimously approved a motion to request authority from City Council to continue enforcement of the aforesaid experimental traffic regulation until June 5, 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, that the Chief of Police and the City Engineer are hereby authorized to continue enforcement of the experimental traffic regulation for one-way westbound traffic on Fairview Avenue from Harvey Street to Goodwin Avenue during periods of student drop-off and pick-up on days when the Dr. Martin Luther King Jr. Elementary School is in session, until June 5, 2023.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of October, 2022.

AYES:

NAYS:

ABSTENTIONS:

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Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of October, 2022.

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Diane Wolfe Marlin, Mayor



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

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

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

**FROM:** John C. Zeman, City Engineer

**DATE:** October 11, 2022

**RE:** AN ORDINANCE AMENDING SCHEDULE J OF SECTION 23-183 OF  
THE URBANA LOCAL TRAFFIC CODE PROHIBITING PARKING  
AT ALL TIMES ON CERTAIN STREETS  
(HARVEY STREET)

### Introduction

During the summer of 2022, a resident of Harvey Street contacted Public Works to request restricted on-street parking between Hill Street and Fairview Avenue during student drop-off and pick-up periods. The resident had observed drivers weaving around parked cars on this narrow street, and this raised concerns about students commuting to and from the nearby Dr. Martin Luther King Jr. Elementary School. Harvey Street, from Church Street to Fairview Avenue, measures approximately 24 feet wide. Section 23-155 of the Urbana Local Traffic Code gives the City Engineer authority to designate no parking on one side of any street that is narrower than 30 feet.

At its August 2, 2022 meeting, the Traffic Commission discussed the resident's concerns and agreed to prohibit parking at all times on the east side of Harvey Street from Church Street to Fairview Avenue as a temporary traffic regulation so that it could be in place by the beginning of the 2022-2023 school year. Section 23-22 of the Local Traffic Code gives authority to the Chief of Police and the City Engineer to make and enforce temporary traffic regulations for up to 90 days. Signs prohibiting parking were installed on August 10, 2022; therefore, the temporary regulation is set to expire on November 8, 2022. Public Works has not received any input from the public about this temporary regulation since it began. At its October 4, 2022 meeting, the Traffic Commission moved to make this parking prohibition permanent by amending Schedule J of the Local Traffic Code. Residents along Harvey Street from Church Street to Fairview Avenue are being notified directly and asked to contact Public Works with any questions or concerns.

### Recommendation

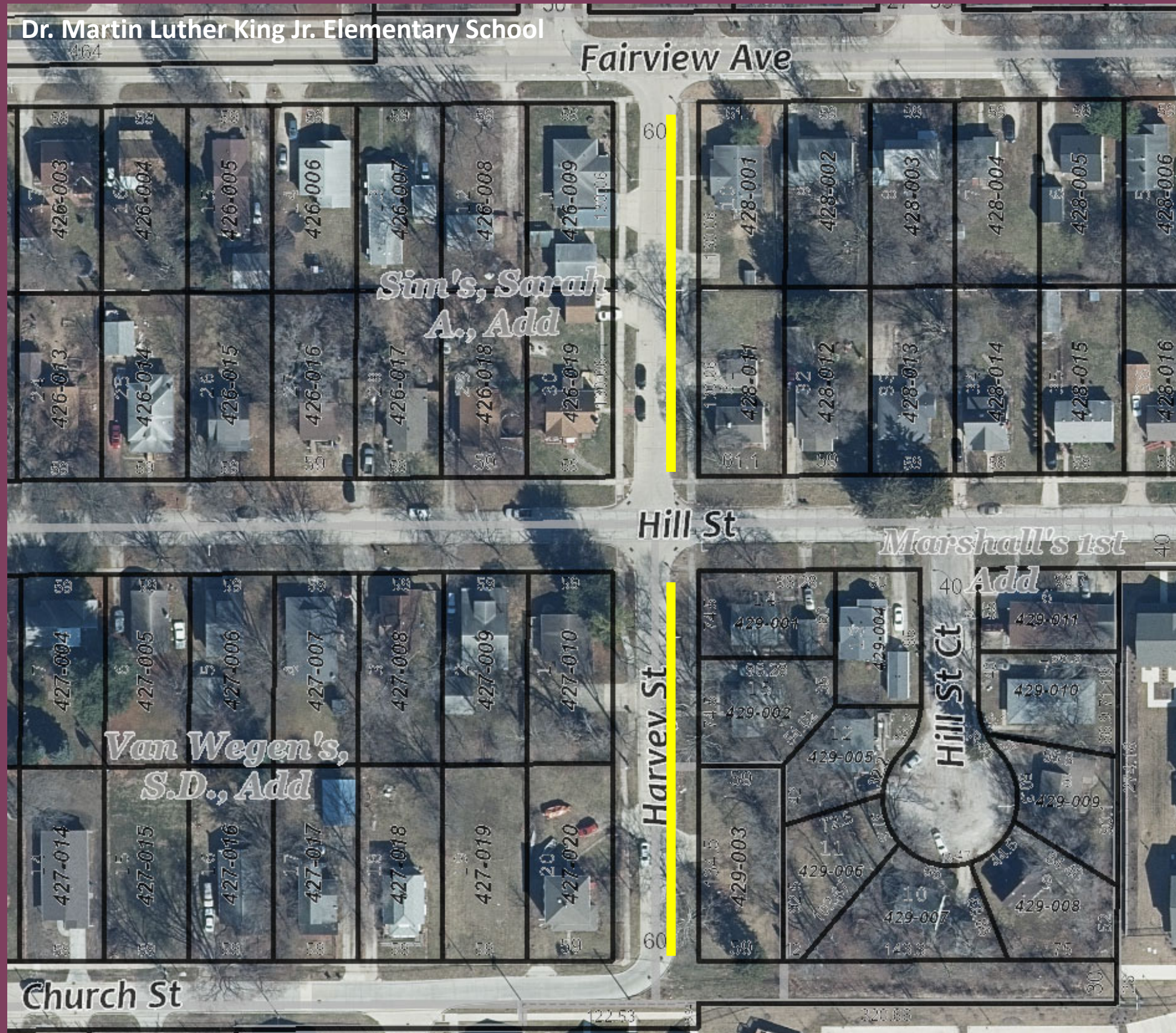
The Traffic Commission recommends approving the attached ordinance to amend Schedule J of Section 23-183 of the Urbana Local Traffic Code in order to prohibit parking at all times on Harvey Street from Church Street to Fairview Avenue.

**Attachments:** Location Map  
Ordinance 2022-10-\_\_\_\_

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## N. Harvey St. from Church to Fairview

### Existing Conditions:

Samuel Johnson, resident of 807 N. Harvey St., requested restricted parking during school pickup/drop-off times.

N. Harvey Street measures approximately 24' wide.

City Engineer can authorize no parking on one side of a street narrower than 30', per Section 23-155 of City Code.

Installed "No Parking This Side of Street" signs on east side (yellow line on map) on 8/10/22 as a temporary traffic regulation. Need a permanent regulation before 11/8/22 (90 days).

### Proposed:

Amendment to Schedule J of Traffic Code "No Parking This Side of Street": East Side





**ORDINANCE NO. 2022-10-**

**AN ORDINANCE AMENDING SCHEDULE J OF SECTION 23-183 OF  
THE URBANA LOCAL TRAFFIC CODE PROHIBITING PARKING  
AT ALL TIMES ON CERTAIN STREETS  
(HARVEY STREET)**

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

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

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

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

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

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

<b><u>Parking Prohibited at All Times</u></b>	<b><u>Between</u></b>	<b><u>And</u></b>	<b><u>Side of Street</u></b>
Harvey Street	Church Street	Fairview Avenue	East Side

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

**Section 3.** This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

**Section 4.** The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

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

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of October, 2022.

AYES:

NAYS:

ABSTENTIONS:

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

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of October, 2022.

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



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

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

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

**FROM:** John C. Zeman, City Engineer

**DATE:** October 11, 2022

**RE:** **AN ORDINANCE AMENDING SCHEDULE O-1 OF SECTION 23-201 OF THE URBANA LOCAL TRAFFIC CODE DESIGNATING LOAD RESTRICTIONS UPON VEHICLES USING CERTAIN HIGHWAYS (COLER AVENUE OVER BONEYARD CREEK; WASHINGTON STREET OVER SUNNY ESTATES DITCH)**

### Introduction

Two vehicular bridges owned by the City of Urbana have vehicle weight restrictions as determined by the Bureau of Bridges and Structures (BBS) of the Illinois Department of Transportation (IDOT). The bridge carrying Coler Avenue over Boneyard Creek (Structure Number 010-6109) is restricted to legal loads only, with legal weights of vehicles defined by IDOT in form OPER 753 (attached for reference). The bridge carrying Washington Street over Sunny Estates Ditch (Structure Number 010-6134, located 0.5 mile west of High Cross Road) is restricted to a single vehicle weight of 12 tons. These two bridges are shown in the attached Location Map. The City Engineer, acting as the City's Bridge Program Manager, enforces these weight restrictions by reviewing all State-issued oversize/overweight permits with routes that include streets owned by the City of Urbana.

Section 23-201 of the Urbana Local Traffic Code gives the City authority to designate streets with vehicle weight restrictions, and any such designations are to be listed in Schedule O-1. No weight restrictions are currently listed in Schedule O-1. At its May 3, 2022 meeting, the Traffic Commission moved to update Schedule O-1 with the weight restrictions that are already being enforced for the two bridges described previously.

### Recommendation

The Traffic Commission recommends approving the attached ordinance to amend Schedule O-1 of Section 23-201 of the Urbana Local Traffic Code in order to formally designate load restrictions already being enforced on the existing bridges that carry Coler Avenue over Boneyard Creek and Washington Street over Sunny Estates Ditch.

**Attachments:** Location Maps  
IDOT Form OPER 753  
Ordinance 2022-10-\_\_\_\_

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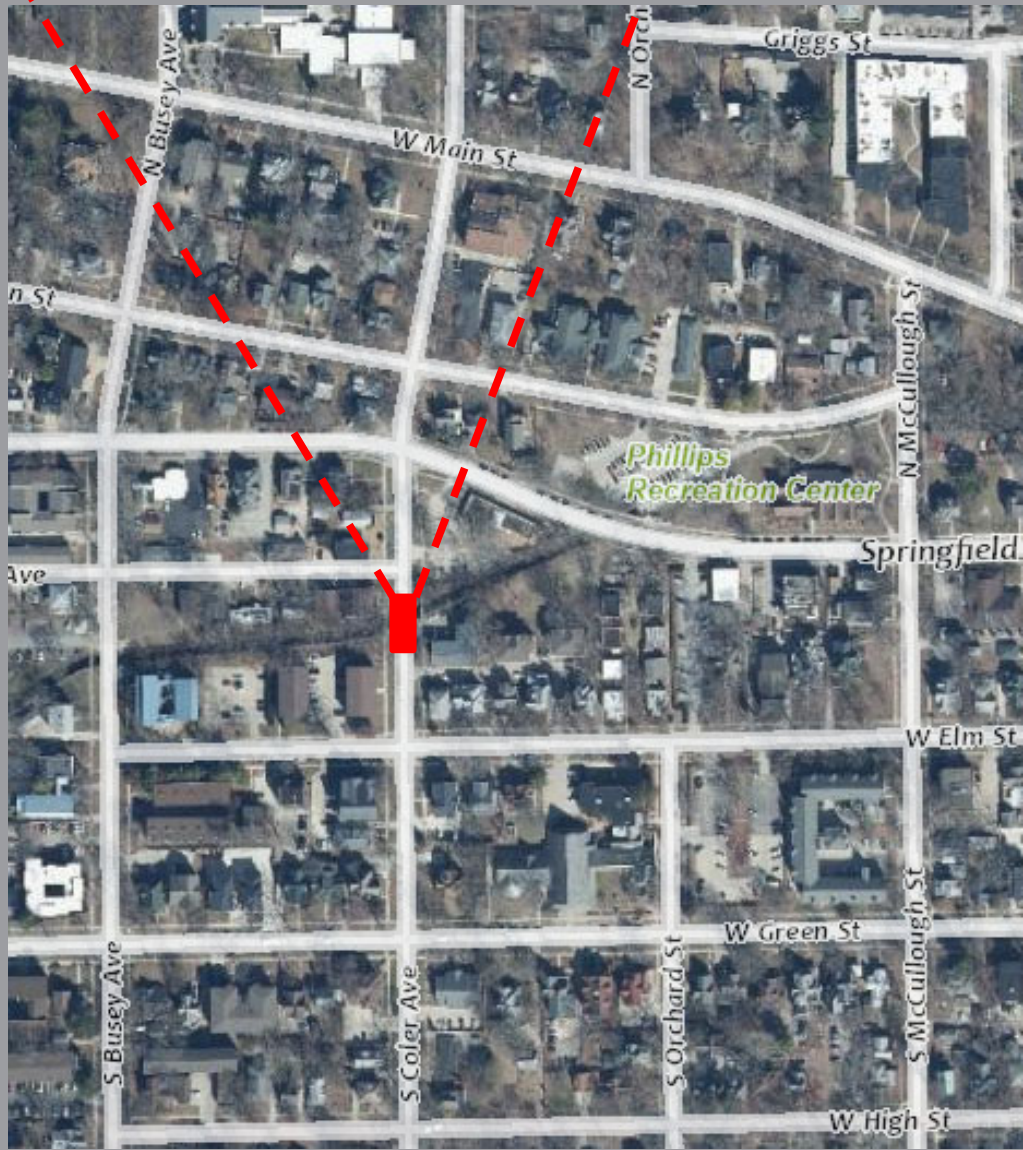




SN 010-6134  
Washington Street over  
Sunny Estates Ditch  
12 ton Weight Limit



SN 010-6109  
Coler Avenue over  
Boneyard Creek  
Legal Loads Only



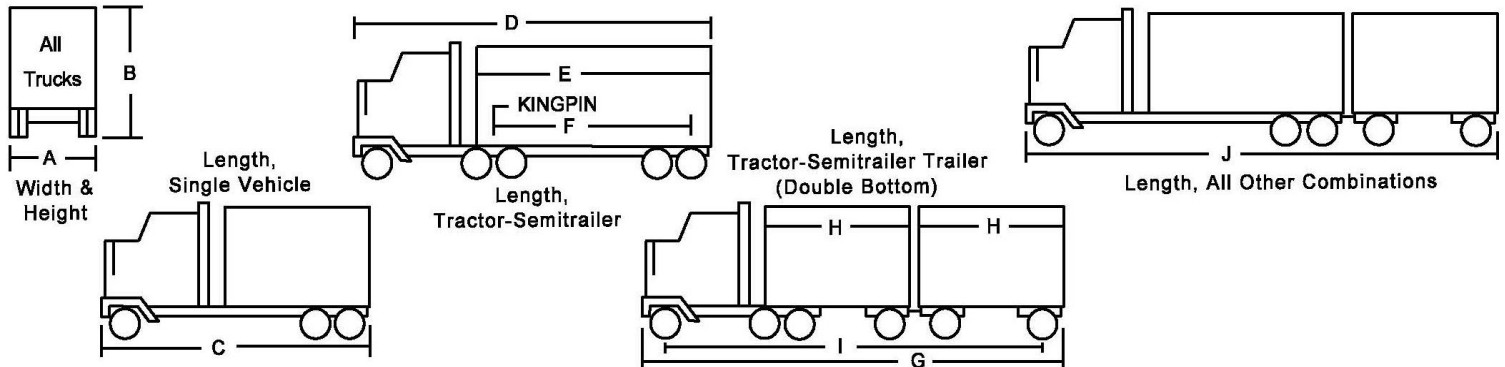




# Illinois Department of Transportation

## Maximum Legal Dimensions & Weights On State, Federal & Local Routes

**TABLE I: Maximum legal dimensions of motor vehicles**



TYPE OF HIGHWAY OR STREET *9	MAXIMUM LEGAL DIMENSIONS										MAXIMUM WEIGHTS		
	A	B	C *3	D	E	F *4 & *5	G	H	I	J	Single Axle	Tandem Axle *1	Gross/ Bridge
Class I	8'6"	13'6"	42'	N.S.	53'	45'6"	N.S.	28'6"	N.S.	N.S.	20,000	34,000	*2
Class II	8'6"	13'6"	42'	N.S.	53'	45'6"	N.S.	28'6"	65'	N.S.	20,000	34,000	*2
Non-Designated Highway	8'6"	13'6"	42'	65'	53'	42'6"	60'	N.S.	N.S.	60'	20,000	34,000	*2
Special Haul Vehicles (SHVs) on all Above Categories *6	8'6"	13'6"	42'	*7	N.S.	N.S.	N.S.	N.S.	N.S.	60'	20,000	34,000	*8

N.S. indicates legal dimension is not specified

### Notes:

- \*1 Tandem is defined as any two or more single axles whose centers are more than 40 inches and not more than 96 inches apart, measured to the nearest inch between extreme axles.
- \*2 See Table II for maximum gross/bridge weight based on the Federal Bridge Formula.
- \*3 The following exceptions to this length requirements when on any highway of this State: Chartered or regulated route buses (Max 45'); motor home (Max 45').
- \*4 Limits apply to semitrailers longer than 48 feet.
- \*5 Limit shall not apply to trailers or semitrailers used for the transport of livestock, as defined by Section 18b-101 of the Illinois Vehicle Code (the Code).
- \*6 See Table III for more information on SHV stickers. Illinois Secretary of State 217-785-1800 x0 issues all SHV stickers.
- \*7 Lengths for SHVs change according to the SHV obtained.
- \*8 See Table II for maximum gross/bridge weight based on the Federal Bridge Formula and Table III for Special Axle and Gross Weight Allowances for SHVs.
- \*9 Streets or highways are designated by the Department or local officials having jurisdiction.
- 10 Permits may be issued for overdimensional objects and vehicles if they have been reasonably disassembled. Multiple objects loaded side-by-side, end to end, or on top of each other may not cause the overdimension.

### Exceptions to WIDTH Requirements shown above

- Width limitations do not include certain safety devices approved by the Illinois Department of Transportation (the Department).
- Width limitations do not apply to vehicles loaded with Implements of Husbandry, as defined in section 5/1-130 of the Code, and shall travel during hours of 1/2 hour before sunrise and 1/2 hour after sunset.
- Width limitations for loads of hay, straw or other similar farm products is 12', and shall travel during the hours of 1/2 hour before sunrise and 1/2 hour after sunset.
- A recreational vehicle may exceed width limitations if the excess width is attributed to appurtenances that extend 6" or less beyond either side of the vehicle body.

**Exceptions to LENGTH Requirements shown on page 1:**

- Vehicles operated in the daytime, except on Saturdays, Sundays, or legal holidays, when transporting poles, pipes, machinery, or other objects of a structural nature that cannot readily be dismembered, provided the overall length of vehicle and load may not exceed 100 feet and no object may exceed 80 feet in length unless a permit is obtained. "legal holiday" means any of the following days: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day.
- Vehicles and loads operated by a public utility while en route to make emergency repairs to public service facilities or properties are exempt from length limitations, provided that during night operations every vehicle and its load must be equipped with a sufficient number of clearance lamps on both sides and marker lamps on the extreme ends of any projecting load to clearly mark the dimensions of the load.
- Conventional transporters designed to transport motor vehicles or boats, traveling on Class I or II State routes may not exceed 65 feet in overall length. This length limitation is inclusive of front and rear bumpers but excludes the overhang of the transport vehicle which shall not extend more than 4 feet beyond the foremost part of the transporting vehicle and the load upon the rear transporting vehicle shall not extend more than 6 feet beyond the rear of the bed or body of the vehicle. The maximum overall length on all other streets and highways is 60 feet.
- Stinger-steered semitrailer vehicles designed to transport motor vehicles or boats, traveling on Class I or II State routes may not exceed 80 feet in overall length. This length limitation is inclusive of front and rear bumpers but excludes the overhang of the transport vehicle which shall not extend more than 4 feet beyond the foremost part of the transporting vehicle and the load upon the rear transporting vehicle shall not extend more than 6 feet beyond the rear of the bed or body of the vehicle. The maximum overall length on all other streets and highways is 60 feet.
- See section 625 ILCS 5/15-107 of the code for additional length limitations for moving new or used trailers and recreational vehicles.

**Access rules for Combinations of Vehicles in regards to LENGTH:**

- 1 Except as provided in number two below, combinations of vehicles over 65 feet in length, with no overall length limitation except as provided in sections 625 ILCS 5/15-107 (d) and (e) of the Code, are allowed access as follows:
  - a. From a Class I highway onto any street or highway for a distance of one highway mile for the purpose of loading, unloading, food, fuel, repairs, and rest, provided there is no sign prohibiting that access.
  - b. From a Class I or Class II highway onto any non-designated highway for a distance of 5 highway miles for the purpose of loading, unloading, food, fuel, repairs and rest if:
    - I. there is no sign prohibiting that access; and
    - II. the route is not being used as a thoroughfare between Class I or Class II highways.
- 2 Combinations of vehicles over 65 feet in length operated by household goods carriers or towaway trailers transporter combinations, with no overall length limitations except as provided in sections 625 ILCS 5/15-107 (d) and (e) of the Code, have unlimited access to points of loading, unloading, or delivery to or from a manufacturer, distributor or dealer.

**Notes: TABLE II shown on page 3**

- 1 Measured to the nearest foot between the extremes of any group of two or more consecutive axles.
- 2 Gross weights for 5 and 6 axles applicable only to a combination of vehicles.
- 3 Two consecutive sets of tandems may carry 34,000 pounds each providing the overall distance between the first and last axles of such consecutive sets of tandems is 36 feet or more.
- 4 If the distance between the centers of the first and third axles in a group of consecutive axles does not exceed 96 inches, the group is a tandem.
- 5 Maximum single axle 20,000 pounds; maximum tandem 34,000 pounds.
- 6 Combinations of vehicles designated as special haul vehicles which include a semitrailer manufactured prior to the model year 2014 and first registered in Illinois prior to January 1, 2015 having five axles with a distance of 42 feet or less between extreme axles may have a gross weight of 72,000 pounds provided the weight shall not exceed 20,000 pounds on a single axle or 34,000 pounds on a tandem. For such combinations manufactured subsequent to September 9, 1986, the minimum distance between the first and last axles of the two sets of tandems must be 18 feet 6 inches or more.
- 7 Permits may be issued for an overweight load providing it consists of one object that cannot be reasonably dismantled or disassembled.

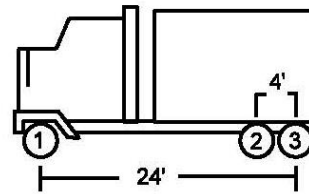
**TABLE II: Maximum gross weight for vehicles on all highways (unless otherwise posted). Based on federal formula. All special conditions and exceptions are not included on this form.**

Maximum load in pounds on any 2 or more consecutive axles

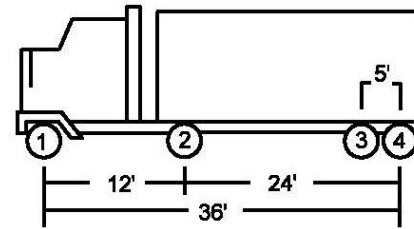
Maximum loading for typical vehicles

Vehicle or Combination Maximum Weight - Pounds

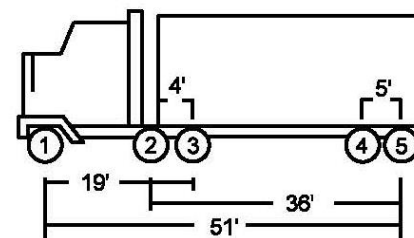
Distance	2 axles	3 axles	4 axles	5 axles	6 axles
4 <sup>①</sup>	34,000			②	②
5 Tandem	34,000				
6 Axle	34,000				
7 Weight	34,000				
8	34,000	34,000			
More than 8 less than 9	38,000	42,000			
9	39,000	42,500			
10	40,000	43,500			
11		44,000			
12		45,000	50,000		
13		45,500	50,500		
14		46,500	51,500		
15		47,000	52,000		
16		48,000	52,500	58,000	
17		48,500	53,500	58,500	
18		49,500	54,000	59,000	
19		50,000	54,500	60,000	
20		51,000	55,500	60,500	66,000
21		51,500	56,000	61,000	66,500
22		52,500	56,500	61,500	67,000
23		53,000	57,500	62,500	68,000
24		54,000	58,000	63,000	68,500
25		54,500	58,500	63,500	69,000
26		55,500	59,500	64,000	69,500
27		56,000	60,000	65,000	70,000
28		57,000	60,500	65,500	71,000
29		57,500	61,500	66,000	71,500
30		58,500	62,000	66,500	72,000
31		59,000	62,500	67,500	72,500
32		60,000	63,500	68,000	73,000
33			64,000	68,500	74,000
34			64,500	69,000	74,500
35			65,500	70,000	75,000
36		Exception <sup>③</sup>	66,000	70,500	75,500
37			66,500	71,000	76,000
38			67,500	71,500	77,000
39			68,000	72,500	77,500
40			68,500	73,000	78,000
41			69,500	73,500	78,500
42			70,000	74,000	79,000
43			70,500	75,000	80,000
44			71,500	75,500	
45			72,000	76,000	
46			72,500	76,500	
47			73,500	77,500	
48			74,000	78,000	
49			74,500	78,500	
50			75,500	79,000	
51			76,000	80,000	
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53			77,500		
54			78,000		
55			78,500		
56			79,500		
57			80,000		



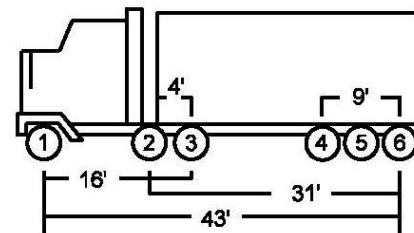
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Axles 2,3 34,000  
Axles 1,2,3 54,000



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Axles 2,3,4 54,000  
Axles 1,2,3,4 66,000

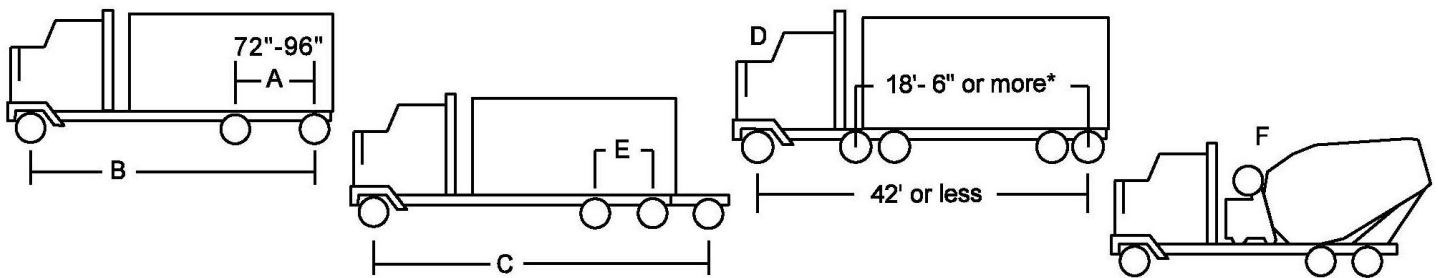


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Axles 2,3 34,000  
Axles 4,5 34,000  
Axles 1,2,3 50,000  
Axles 2,3,4,5 68,000  
Axles 1,2,3,4,5 80,000



Axle 1 20,000  
Axles 2,3 34,000  
Axles 4,5,6 42,500  
Axles 1,2,3 48,000  
Axles 2,3,4,5,6 67,500  
Axles 1,2,3,4,5,6 80,000

See Table III  
for additional information  
on Special Haul Vehicles

**TABLE III: Special Axle and Gross Weight Allowances for Special Hauling Vehicles****Designated Truck Route System (Class I & II) and Non-Designated Highways**

- A. 20,000 lbs. on each axle – total of 36,000 lbs.
- B. See Table II
- C. See Table II
- D. Gross weight of 72,000 lbs., provided the weight shall not exceed 20,000 lbs on a single axle or 34,000 lbs on a tandem.
- E. See Table II
- F. See Note 2 below.

\* This requirement does not apply to semitrailers manufactured before September 9<sup>th</sup>, 1986.

**Notes:**

1. Special Hauling Vehicles must meet width, height, and length requirements as specified in Table I.
2. 3-axle rear discharge truck mixer registered as a Special Hauling Vehicle, used exclusively for the mixing and transportation of concrete in the plastic state, may, when laden, transmit upon the road surface, except when on part of the National System of Interstate and Defense Highways, the following maximum weights: 22,000 pounds on a single axle; 40,000 pounds on a tandem axle; 54,000 pounds gross weight on a 3-axle vehicle. This vehicle is not subject to the bridge formula.
3. 4-axle truck mixer registered as a Special Hauling Vehicle, used exclusively for the mixing and transportation of concrete in the plastic state, and not operated on a highway that is part of the National System of Interstate Highways, is allowed the following maximum weights: 20,000 pounds on any single axle; 36,000 pounds on a series of axles greater than 72 inches but not more than 96 inches; and 34,000 pounds on any series of 2 axles greater than 40 inches but not more than 72 inches. The gross weight of this vehicle may not exceed the weights allowed by the bridge formula for 4 axles. The bridge formula does not apply to any series of 3 axles while the vehicle is transporting concrete in the plastic state, but no axle or tandem axle of the series may exceed the maximum weight permitted above.
4. 3-axle combination sewer cleaning jetting vacuum truck registered as a Special Hauling Vehicle, used exclusively for the transportation of non-hazardous solid waste, manufactured before or in the model year of 2014, first registered in Illinois before January 1, 2015, may, when laden, transmit upon the road surface, except when on part of the National System of Interstate and Defense Highways, the following maximum weights: 22,000 pounds on a single axle; 40,000 pounds on a tandem axle; 54,000 pounds gross weight on a 3-axle vehicle. This vehicle is not subject to the bridge formula.

Information on the national System of Interstate and Defense Highways is available at:

[www.fhwa.dot.gov/programadmin/interstate.cfm](http://www.fhwa.dot.gov/programadmin/interstate.cfm)

The Designated Truck Route System map is available at:

<https://www.gettingaroundillinois.com/MapView/?config=DTRconfig.json>

**ORDINANCE NO. 2022-10-**

**AN ORDINANCE AMENDING SCHEDULE O-1 OF SECTION 23-201 OF  
THE URBANA LOCAL TRAFFIC CODE DESIGNATING LOAD RESTRICTIONS  
UPON VEHICLES USING CERTAIN HIGHWAYS  
(COLER AVENUE OVER BONEYARD CREEK;  
WASHINGTON STREET OVER SUNNY ESTATES DITCH)**

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

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

**WHEREAS**, the City of Urbana, pursuant to the aforesaid traffic code, has the authority to determine and designate those streets or portions thereof upon which no person shall operate any vehicle with a gross weight in excess of the amounts specified;

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

**Section 1.** Schedule O-1 of Section 23-201, entitled "Load Restrictions upon Vehicles Using Certain Highways" of Article XV of the Urbana Local Traffic Code, shall be and is hereby amended by ADDING to that schedule the following portions of streets where no person shall operate any vehicle with a gross weight in excess of the amounts specified:

<u>Street on Bridge</u>	<u>Structure Number</u>	<u>Feature under Bridge</u>	<u>Location</u>	<u>Gross Weight Limit</u>
Coler Avenue	010-6109	Boneyard Creek	500 ft. north of Green St.	Legal Loads Only
Washington Street	010-6134	Sunny Estates Ditch	0.5 mi. west of High Cross Rd.	Single Vehicle 12 Tons



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

**Section 3.** This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

**Section 4.** The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

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

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of October, 2022.

AYES:

NAYS:

ABSTENTIONS:

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Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of October, 2022.

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Diane Wolfe Marlin, Mayor



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

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

**FROM:** Sheila Dodd, Interim Community Development Services Director

**DATE:** October 13, 2022

**SUBJECT:** **A RESOLUTION APPROVING A CERTAIN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF URBANA AND THE CITY OF CHAMPAIGN (HOUSING AND HOMELESS INNOVATION CONSOLIDATED APPLICATION)**

#### **Description**

Attached is a resolution authorizing the execution of an Intergovernmental Agreement (IGA) with the City of Champaign to implement a Consolidated Application process to address homelessness and housing gaps within Champaign County. The IGA will allow City of Urbana Community Development staff to work in cooperation with City of Champaign Neighborhood Programs staff to create and implement an application and funding process to award over five million dollars in local and federal funding to public and private non-profit agencies.

#### **Background**

At the August 1, 2022 Urbana City Council meeting, Council directed staff to issue an RFP for Tenant Based Rental Assistance (TBRA) services. During the planning process, staff were informed that the City of Champaign had previously set aside funding for TBRA administration. Urbana and Champaign staff met to discuss the feasibility of jointly issuing TBRA proposals in order to streamline and simplify the application process. As the discussion between both cities regarding TBRA developed, additional funding sources became available to address affordable housing needs county-wide including in Urbana.

Staff from both cities agreed that bringing these various funding sources together under one streamlined application process would make it much easier for local agencies to apply for and receive funding by reducing confusion about available funding, and by fostering a county-wide strategic approach to the allocation of funding. As a result, Urbana City staff have been working with the City of Champaign to develop a consolidated application that will include all the different available funding in one application.

The funding sources include:

Source	Program	Amount
City of Champaign General Fund	Housing Gaps	\$2,200,000
City of Champaign CDBG	TBRA Program Management	\$ 175,000

Urbana HOME Consortium	TBRA Rent Subsidy	\$ 285,000
Urbana HOME Consortium: HOME-ARP	HOME-ARP Activities (non-congregate shelter, support services, creation of affordable housing units)	\$2,697,000
City of Urbana	ARPA (not secured)	\$ 500,000
<b>Total</b>		<b>\$5,857,000</b>

The proposed timeline is outlined below:

<b>Task</b>	<b>Date</b>
Presentation of IGA, Application, and Evaluation Criteria to Urbana City Council	October 17, 2022
Presentation of IGA, Application, and Evaluation Criteria to Champaign City Council	November 1, 2022
Application Informational Meeting	November 4, 2022
Application Published	November 4-December 12, 2022
Application Evaluations	December 12-December 16, 2022
Presentation of Recommended Proposals to Urbana City Council	January 17, 2023
Presentation of Recommended Proposals to Champaign City Council	January 24, 2023
Agreements Considered by Urbana City Council	February 6, 2023
Agreements Considered by Champaign City Council	March 2023

Highlights of the attached IGA are:

1. **Development of Application Process/Review/Funding:** The Cities of Champaign and Urbana will collaborate on the development of a consolidated application process to allocate grant funds to be used for Housing and Homeless Innovations in Champaign County and both respective cities.
  - a. **Application, scoring categories, estimated timeline of Council review/approval:** Staff from both cities will draft an application and scoring rubric that will attract projects and/or programs from applicants that will meet one or more of the 2020-2024 Consolidated Plan goals, HOME ARP goals, and/or the City Council goals of the cities.
  - b. **What happens if no approval or delay for approval of IGA:** In the event that either Council does not approve this IGA or has questions and/or concerns that significantly delay the overall process, this agreement will be dissolved, and each city will move forward with a request for applications for their cities funding sources respectively. The City of Urbana as the lead entity of the Urbana HOME Consortium would also administer any request for applications for HOME and HOME ARP funds.

2. **Neighborly Portal Development (Urbana Lead):** The City of Urbana will host the online application portal and scoring system through their community development software Neighborly. The City of Urbana is responsible for the costs associated with hosting the Neighborly application portal and will use HOME-ARP funding to pay this administrative cost. As the host and admin of the software, Urbana staff will provide appropriate access to all those on the evaluation committee to the portal through the evaluation and awarding phases of the application process. City of Urbana will manually enter any applications received in paper form to the HHI Consolidated Application Portal.
3. **License Agreement (Admin vs. User only) for Champaign:** If it is determined that Champaign will use the Neighborly portal as a tool for pay requests and/or monitoring, Champaign will purchase the Administrator licenses to have access to the portal hosted by Urbana.
4. **FAQs/email & website for application process (Champaign lead):** The City of Champaign will host the webpage for the HHI Consolidated Application, which will include a link to the application portal, an FAQ section, a video tutorial on filling out the application, and any other relevant information yet to be determined. The City of Champaign will provide an email account specifically for the HHI Consolidated Application. Access to this email account will be provided to City of Urbana staff. City of Champaign will be responsible for monitoring and replying to emails to this account.
5. **Marketing: joint press releases, website, CGTV, UPTV, ads:** Both cities are responsible for the marketing and promotion of the HHI Consolidated application. In addition to joint press releases and advertisements in *The News Gazette*, each city will push marketing messages on their websites, local government television channels, and social media accounts.
6. **Co-hosting application workshops (Urbana Free Library, Champaign Public Library):** The Cities of Champaign and Urbana will co-host two recommended HHI Consolidated Application Workshops, one at The Urbana Free Library and one at the Champaign Public Library. The workshops will provide application instructions and guidance as well as information regarding the City of Champaign's CDAP program.
7. **Applications collected in person at either location will be shared within 24 hours (business days) of receipt:** Paper applications will be accepted at both the Urbana City Building and the Champaign City Building. Any paper application received at the City of Champaign will be delivered to the City of Urbana in 24 hours (business days). Any paper applications received by City of Urbana will be entered into the application portal in 24 hours (business days).
8. **Separate Agreements will be executed by impacted city/fund source**  
After allocations have been recommended and approved by Council, administration of agreements will be executed by the responsible City.
9. **Project recommendations that include funding from both Cities:** It is possible that one project/program will be funded by both Cities. In this event, the project/program will be administered through separate agreements. The Cities may coordinate monitoring for this type of shared funding applications.

Written quarterly progress reports on all funded applications will be shared between Cities.

**10. This IGA is valid through the execution of subrecipient agreements.**

The application, scoring criteria, and instructions are attached as a part of the IGA.

**Options**

1. Approve the Resolution Authorizing the Execution of an Intergovernmental Agreement with the City of Champaign for the Provision of a Housing and Homeless Innovation Consolidated Application process and forward to the City Council consent agenda.
2. Approve the Resolution Authorizing the Execution of an Intergovernmental Agreement with the City of Champaign for the Provision of a Housing and Homeless Innovation Consolidated Application process and forward to the City Council with changes. Please note that any changes must also be approved by the City of Champaign.
3. Do not approve the Resolution.

**Fiscal Impacts**

Funds for this program have previously been set aside and approved by Council. A total of \$285,000 from HOME funds for a TBRA program and Urbana HOME ARP plan of \$2,697,000. Staff will be requesting \$500,000 in ARPA funding to support any gaps in programing funding but that allocation is not secured. By the time funding decisions are made for this program, staff will know if the ARPA funding is available. General funds will not be utilized as a part of the program funding. There will be no additional fiscal impacts on the City.

**Recommendation**

Staff recommends approval of the Resolution as attached. The proposed agreement will allow the City to move forward with the creation and implementation of a Consolidated Application for Housing and Homeless Innovation program.



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A CERTAIN INTERGOVERNMENTAL  
AGREEMENT BETWEEN THE CITY OF URBANA AND THE CITY OF  
CHAMPAIGN (HOUSING AND HOMELESS INNOVATION  
CONSOLIDATED APPLICATION)**

**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**, the City of Champaign and the City of Urbana have identified the need to partner on a joint funding application process; and

**WHEREAS**, Section 10 of Article VII of the Constitution of the State of Illinois, 1970, provides authority for units of local governments to contract or otherwise associate among themselves to obtain and share services and to exercise, combine or transfer any power or function in any manner not prohibited by law or ordinance; and

**WHEREAS**, the Intergovernmental Cooperation Act (5ILCS 220/1-220/9) provides that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform provided that such contract shall be authorized by the governing body of each party to the contract.

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

Section 1. That an Intergovernmental Agreement pertaining to a Joint Consolidated Application and Review Process for Housing and Homeless Innovations, between the City of

Urbana and the City of Champaign, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2. That 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 authorized to attest to said execution of said Amendment as so authorized and approved for and on behalf of the City of Urbana, Illinois.

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

**PASSED by the City Council** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

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

**APPROVED by the Mayor** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

## INTERGOVERNMENTAL AGREEMENT

### FOR HOUSING AND HOMELESS INNOVATIONS JOINT/CONSOLIDATED APPLICATION AND REVIEW PROCESS

**THIS INTERGOVERNMENTAL AGREEMENT FOR HOUSING AND HOMELESS INNOVATIONS JOINT/CONSOLIDATED APPLICATION AND REVIEW PROCESS** is made by and between the CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS, an Illinois municipal corporation (“**Urbana**”) and the CITY OF CHAMPAIGN, CHAMPAIGN COUNTY, ILLINOIS (“**Champaign**”). For the purposes of this Agreement, the term “**Parties**” is sometimes used to refer to and identify both Urbana and Champaign collectively and the term “**Party**” is sometimes used to refer and identify either Urbana or Champaign individually. This Agreement shall become effective upon the date of its actual execution by the last of the Parties hereto as set forth on the signature page hereof (the “**Effective Date**”).

#### RECITALS

**WHEREAS**, Urbana is a home rule unit under and pursuant to Section 6(a) of Article VII of the Constitution of the State of Illinois, and is authorized to exercise any power and perform any function pertaining to its government and affairs; and,

**WHEREAS**, Champaign is a home rule unit under and pursuant to Section 6(a) of Article VII of the Constitution of the State of Illinois, and is authorized to exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the exercise of such powers by each of the Parties is further supplemented by Section 10 of Article VII of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) (collectively, the “**Acts**”); and

**WHEREAS**, the Parties individually administer grant programs which allocate funds for Housing and Homeless Innovations within their respective communities; and

**WHEREAS**, the Parties desire to enter into an Intergovernmental Agreement for purposes of coordinating a joint/consolidated application process for applicants to access such grant funds.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Urbana and Champaign agree as follows:

**Section 1. Application Process and Review.** Staff from Urbana and Champaign will jointly collaborate on drafting an application for applicants to access Housing and Homeless Innovations grant funds available in Urbana and Champaign. Staff from Urbana and Champaign will jointly collaborate on drafting a scoring rubric for scoring applications submitted for such grant funds. The scoring rubric will be designed for the purpose of allocating and awarding grant funds for projects or programs that will meet one or more of the 2020-2024 Consolidated Plan goals of either Urbana or Champaign, the HOME ARP goals, or the City Council goals of either the Urbana City Council or Champaign City Council related to Housing and Homeless Innovations.

The following sources of grant funds may be accessed through the joint/consolidated application and review process:

Source	Program	Amount
City of Champaign General Fund	Housing Gaps	\$2,200,000

City of Champaign CDBG	TBRA Program Management	\$ 175,000
Urbana HOME Consortium	TBRA Rent Subsidy	\$ 285,000
Urbana HOME Consortium: HOME-ARP	non-congregate shelter, support services, creation of affordable housing units	\$2,697,000
City of Urbana	ARPA (not secured)	\$ 500,000
<b>Total</b>		<b>\$5,857,000</b>

This Agreement does not require each Party to guarantee that the amounts shown be available and allocated through the process outlined herein. Each Party is not required or obligated to allocate all funds available to it within the process outlined herein.

**Section 2. Submission of Applications.** Urbana shall host an online application portal and scoring system through its Community Development Division software Neighborly for the online submission and scoring of applications seeking to access the grant funds set forth in Section 1. Urbana shall be responsible for the costs associated with hosting the Neighborly application portal, which shall be paid through its HOME ARP funding. Urbana, as the host and administrator of the software, will provide appropriate access to Urbana and Champaign staff on the review and evaluation committee. Such access will be provided through the review and awarding phases of the application process.

Champaign's access to the portal shall be as a "user" only and be subject to any applicable rules and guidelines associated with such access. If Champaign desires to use the portal as a tool for pay requests and/or monitoring of awards of funds through its programs described in Section 1, Champaign will purchase Administrator licenses to have such access to the portal. In the event Champaign purchases Administrator licenses, Champaign shall be subject to any rules and guidelines associated with such access.

Paper applications will be accepted. Paper applications may be submitted at Urbana City Hall and Champaign City Hall. Paper applications received at Champaign City Hall will be delivered to Urbana on a weekly basis and for a final time on December 13, 2022. Any paper applications received by Urbana will be entered into the portal by the next business day after receipt.

Applications shall be received during the period of November 4, 2022 through December 12, 2022.

**Section 3. Review of Applications.** Upon the close of the application submission period, the review committee shall review, evaluate and score the applications received. The review, evaluation and scoring shall be conducted according to the rubric drafted by the committee. The review and evaluation of applications shall be conducted during the period of December 12, 2022 through December 16, 2022. At the conclusion of the review, evaluation and scoring of applications, each application shall be recommended for a particular funding source described in Section 1.

**Section 4. Allocation and Award.** Upon all applications being reviewed, evaluated, scored and recommended for a particular funding source, staff of each Party shall independently rank, according to the applicant's score, those applications which have been recommended for each funding source administered by such Party. Each Party shall be responsible for negotiating agreements with the selected applicants for those applications that will receive funds administered by such Party. If a recommended application does not result in an agreement, the next highest ranked application may be recommended for an allocation and agreement. Any agreement reached by a Party for an allocation and award from its particular funding sources shall be administered and monitored solely by such Party.

If an application is for a project or program that may be funded by both Parties, each Party shall independently negotiate an agreement for an allocation and award from its particular funds. However, the Parties may coordinate monitoring such project or program.

**Section 5. Website, FAQs/email.** Champaign shall host a webpage for the Housing and Homeless Innovations Joint/Consolidated Application contemplated by this Agreement. The webpage shall include the



following: a link to the application portal; an FAQ section concerning the application; a video tutorial completing the application; and, any other relevant information for completing and submitting an application. Champaign shall provide a distinct email account specifically for the application contemplated by this Agreement. Access to such email account shall be provided to Urbana staff involved in the joint application and review process. Champaign shall be responsible for monitoring and replying to all emails received through such email account.

**Section 6. Access to Documents, FOIA.** Each Party shall provide the other with access to documents and records related to the joint application process as necessary to comply with the Freedom of Information Act (5 ILCS 140/1 et seq.) and other state and federal laws. Each party will retain documents in accordance with the appropriate retention requirements under the Illinois Local Records Act (50 ILCS 205/1 et seq) and other state and federal laws.

**Section 7. Marketing.** Both Parties shall provide marketing and promotions for the Housing and Homeless Innovations Joint/Consolidated Application, including marketing messages on each of their websites, local government television channels and social media accounts. The Parties shall coordinate joint press releases and advertisements.

**Section 8. Workshops.** The Parties shall co-host two recommended workshops concerning the Housing and Homeless Innovations Joint/Consolidated Application. The workshops shall include application instructions and guidance, as well as information regarding Champaign's Diversity Enhancement Program ("CDAP"). One workshop shall be held in the City of Champaign Council Chambers and one workshop shall be held at the Urbana Free Library.

**Section 9. Progress Reports.** Each Party shall prepare quarterly written reports, starting in April 2023, concerning the projects or programs which have received funding pursuant to subrecipient agreements for grant funds described in Section 1. Each Party shall share its quarterly reports with the other Party.

**Section 10. Contacts.** The Parties' contacts for purposes of implementing and addressing any portion of this Agreement are:

FOR URBANA:  
Sheila Dodd  
Interim Director  
Community Development Services  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801

With a copy to:  
City Administrator  
City of Urbana  
400 S. Vine Street  
Urbana, IL 61801

FOR CHAMPAIGN:  
Jennifer Carlson  
Programs Manager  
Neighborhood Services Department  
City of Champaign  
102 N. Neil Street  
Champaign, IL 61820

With a copy to:  
City Manager  
City of Champaign  
102 N. Neil Street  
Champaign, IL 61820

**Section 11. No Third-Party Beneficiaries.** The covenants and agreements contained herein shall be binding upon and inure to the benefit of the Parties hereto. Nothing herein, express or implied, is intended to or shall confer upon any other person, entity, company or organization any legal or equitable right or benefit of any nature whatsoever under or by reason of this Agreement.

**Section 12. Term.** This Agreement shall be valid upon its execution and for the duration necessary to execute subrecipient agreements awarded to applicants chosen for funding from the funding sources identified in Section 1.

**Section 13. Entirety of Agreement.** This Agreement sets forth the entire understanding of the Parties regarding the subject hereof and supersedes all prior agreements, expressed or implied, oral or written, with respect to the subject hereof. Changes or modifications to this Agreement shall only be made by mutual agreement between the parties and shall be in writing. No term of this Agreement may be waived or discharged orally or by any course of dealing, but only by an instrument in writing signed by the Party benefited from such term. Any terms or conditions contained in this Agreement that by their express terms, sense or context are intended to survive the termination or expiration of this Agreement shall so survive.

**IN WITNESS WHEREOF,** the each of Parties hereto have caused this Agreement to be executed and delivered by each of their respective duly authorized officers as of the date set forth below.

CITY OF URBANA,  
CHAMPAIGN COUNTY, ILLINOIS

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

CITY OF CHAMPAIGN,  
CHAMPAIGN COUNTY, ILLINOIS

By: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

As approved by City Attorney:

By: \_\_\_\_\_  
Assistant City Attorney



# HOUSING AND HOMELESSNESS INNOVATION (HHI) CONSOLIDATED APPLICATION

**APPLICATIONS WILL BE ACCEPTED UNTIL  
MONDAY, DECEMBER 12, 2022 at 4:00pm**

## **TABLE OF CONTENTS**

Section A: General Information

Section B: Applicant Capacity

Section C: Project Readiness

Section D: Financial Considerations

Section E: Project/Program Impact

Section F: Special Section for Construction or Rehabilitation Projects

Section G: Attachments

Section H: Certifications and Signature



**SECTION A: GENERAL INFORMATION**

1. Applicant Organization (Full Legal Name):
2. Mailing Address:
3. Unique Entity Identifier (formerly DUNS Number):
4. FEIN:
5. Director or Authorized Official (Name and Title):
6. Director Email and Phone:
7. Project or Program Address:
8. Primary Project or Program Contact (Name and Title):
9. Contact Email and Phone:
10. Is the organization faith based? (Yes/No)  
  
If yes, is participation in a faith-based activity a requirement for services?
11. Total Amount of Funding Requested: \$
12. A. Provide a detailed description of the program or service your organization will implement with the requested funds; **OR**  
  
B. Provide a detailed description of the project your organization will implement with the requested funds (include photographs, site maps, site address, and proposed site plan)
13. Is this a new or enhanced program, project, or service?
14. Describe your target population.

## **SECTION B : APPLICANT CAPACITY**

1. Briefly describe your organizations mission, how long organization has been in existence, as well as short- and long-term goals.
2. Describe your agency's experience administering Federal, State, and Local grants. Include number of years of experience.
3. Discuss how your organization works with its target population.
4. Does your organization hold any licenses/certifications/accreditations related to serving your target population? If so, please list and describe.
5. How many full-time employees, part time employees and volunteers are with your organization?

CATEGORY	TOTAL
Full Time Staff	
Part Time Staff	
Volunteers	

6. Please List Key Program/Project Staff, Titles, and Numbers of Years with Organization

NAME	TITLE	YRS WITH ORGINIZATION

7. Describe your organizations formal and informal partnerships with other housing, homelessness or related service organizations.
8. Will the program/project collaborate with other service providers in the community to provide the proposed program? If so, please list them and describe.

**SECTION C: PROJECT READINESS**

1. Will this project/program be ready to start within 90 days of award notification? (Yes/No)
2. Please list projected start date:
3. Please provide a timeline of when milestones and other critical activities necessary to begin the project/program will occur if not ready to start within 90 days. You may submit timeline as a supplementary attachment to your application. (Section G)
4. Where will the proposed program/project be located? Please provide address.
5. Is the proposed site owned by your agency or will it be leased? Please provide documentation of ownership/land use agreement. (Section G)
6. What critical issues, challenges and factors in implementing and sustaining the project/program over the long term have been identified?
7. If any critical issues, challenges and/or factors have been identified, how will they be addressed or resolved?

## SECTION D: FINANCIAL CONSIDERATIONS

1. Please provide a detailed budget for the project/program in which project activity costs are itemized with cost estimates. Please list recently completed and projected expenses below. You may also submit supplementary budget information as an attachment.

Expense	Actual Last Completed Year	Projected Expense
Salaries and Benefits		
Consultant and Contract Services		
Rent, Utilities, and Operations		
Travel and Transportation		
Materials and Supplies		
Other		
Other		
Other		

2. Will the HHI grant be the sole source of funding for the project/program? (Yes/No)
3. If there are other revenue sources, please list them below along with any past amount of funding, the new projected amount, what type of funding it is, and indicate if the funding has been secured.

Revenue Source	Actual Last Completed Amount	New Projected Amount	Type (Grant, Loan, Etc)	Secured (Y/N)

4. Please provide a copy of the organizations most recent audit of financial records. Organizations that do not have a current audit are required to submit a complete financial statement of your organizations most recent completed fiscal year including a profit/loss statement. If no financial statement exists, submit a description of your methods for accounting for revenue and expenses. (Section G)
5. Please describe how your project/program will proceed if not awarded funding through this HHI application process.



## SECTION E: PROJECT/PROGRAM IMPACT

### 1. Proposed program or project is one of the following (CHECK ONE):

- ☐ A supportive service provided for the purpose of assisting persons with obtaining affordable rental housing or assisting homeless individuals
- ☐ A program to provide Tenant Based Rental Assistance
- ☐ The creation of permanent housing or shelter, site improvement, rehabilitation, or public facility construction
- ☐ Other (Please Describe): \_\_\_\_\_

### 2. Proposed Beneficiaries (CHECK ONE):

- ☐ Low-Mod Area (LMA) Benefit: Program or Project Serves a specific geographic area identified by the Census as being at least 51% LMI.
- ☐ Limited Clientele Benefit (LMC) Low-Mod Income: Program or project services individuals who are at least at or below 80% of the Median Family Income.
- ☐ Limited Clientele Benefit (LMC) Presumed Beneficiary: Program or project *exclusively* serves one of the following populations: abused children, battered spouses, severely disabled adults, senior citizens, homeless persons, persons with AIDS, or migrant farm workers.

### 3. Proposed Target Populations (CHECK ALL THAT APPLY): Proposed program or project specifically targets the following populations through its mission or program design

- ☐ Homeless Persons
- ☐ At Risk of Homelessness
- ☐ Low Mod Income (80%MFI)
- ☐ Low Income (60% MFI)
- ☐ Very Low Income (50% MFI)
- ☐ Extremely Low Income (30%MFI)
- ☐ Fleeing or Attempting to Flee Domestic Violence
- ☐ Veterans
- ☐ Immigrants
- ☐ Other \_\_\_\_\_

Family Size	30% MFI	50% MFI	60% MFI	80% MFI	MFI
1 person	\$19,200	\$32,000	\$38,400	<b>\$51,150</b>	\$63,937
2 persons	\$21,950	\$36,550	\$43,860	<b>\$58,450</b>	\$73,062
3 persons	\$24,700	\$41,100	\$49,320	<b>\$65,750</b>	\$82,187
4 persons	\$27,400	\$45,650	\$54,780	<b>\$73,050</b>	\$91,312
5 persons	\$29,600	\$49,350	\$59,220	<b>\$78,900</b>	\$98,625
6 persons	\$31,800	\$53,000	\$63,600	<b>\$84,750</b>	\$105,937
7 persons	\$34,000	\$56,650	\$67,980	<b>\$90,600</b>	\$113,250
8 persons	\$36,200	\$60,300	\$72,360	<b>\$96,450</b>	\$120,562

4. Grantees are required to report measurable outcomes, collect, and report demographic information and income for all activities funded. How many unduplicated households do you expect to serve with your activity?
5. How will you measure/describe program impact and outcomes?
6. Describe the need for the proposed project/program within the community. Include any data that support this need.

DRAFT

## **SECTION F: Special Section for Housing Construction or Rehabilitation Projects**

### **(DO NOT COMPLETE THIS SECTION IF PROVIDING SUPPORT SERVICES ONLY)**

Complete this section if your proposed project includes the creation of housing units (rental or ownership) or creation of shelter. Eligible activities include acquisition, rehabilitation, and/or construction of said units.

1. Is the project for Rehabilitation of existing building or New Construction? Answer Below

#### **Acquisition and/or Rehabilitation of Existing Units/Building/Housing**

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Creation of Rental Housing         | Proposed Number of Units: _____ |
| <input type="checkbox"/> Creation of Homeowner Housing      | Proposed Number of Units: _____ |
| <input type="checkbox"/> Creation of Non-Congregate Shelter | Proposed Number of Units: _____ |
| <input type="checkbox"/> Creation of Congregate Shelter     | Proposed Number of Beds: _____  |

#### **New Construction of Units/Buildings/Housing**

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Creation of Rental Housing         | Proposed Number of Units: _____ |
| <input type="checkbox"/> Creation of Homeowner Housing      | Proposed Number of Units: _____ |
| <input type="checkbox"/> Creation of Non-Congregate Shelter | Proposed Number of Units: _____ |
| <input type="checkbox"/> Creation of Congregate Shelter     | Proposed Number of Beds: _____  |

2. Is the proposed project location currently occupied by residents? (Yes/No)
3. Will residents be impacted by proposed project? (Yes/No)
4. Will residents be displaced by proposed project? (Yes/No)
5. If so, is there is displacement plan in place if residents need to be relocated? (Yes/No)

## **SECTION G: REQUIRED ATTACHMENTS:**

Please provide the following documents as supplemental attachments to your application.

1. Detailed annual organization budget for FY 2023
2. Organizational Chart
3. List of Officers and members of the board of directors including:
  - a. Their professional affiliations and employers
  - b. Their race and ethnicity – OPTIONAL
4. The annual schedule of board meetings
5. A copy of the organizations most recent tax return accepted by the IRS
6. One copy of the organizations IRS letter of determination
7. State of Illinois Certificate of Good Standing
8. Copy of organizations most recent audit of financial records
  - a. Those organizations that do not have a current audit are required to submit a complete financial statement of your organizations most recent completed fiscal year including a profit/loss statement. If no financial statement exists, submit a description of your methods for accounting for revenue and expenses.
9. Certificate of Insurance
10. W-9 Form
11. Organization Policies and Procedures Manual

## **OPTIONAL ATTACHMENTS**

12. Optional Supplementary Budget
13. Optional Supplementary Project Timeline
14. Proof of Ownership or Lease for program/project location



**CERTIFICATIONS:**

- ☐ I certify that I have authority to apply for this grant on behalf of the organization described herein.
- ☐ I certify that I have read the provided HHI Information and Definitions Packet
- ☐ I certify that the information provided in this application is true, complete, and correct to the best of my knowledge.
- ☐ I understand should this organization awarded HHI funding, the proposed project MAY be subject to the following rules and regulations:
- National Environmental Protection Act (NEPA) Environmental Review
  - Davis Bacon and Section 3 Labor Laws
  - City of Champaign Diversity Advancement Program (CDAP)
  - Low/Mod Income Verification for clients
  - Uniform Relocation Act
- ☐ I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both."

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Housing & Homeless Innovations Scoring Tool		
Agency Name:		
Program Name:		
Contact:		
Reviewer Name and Org:		
<b>Category 1: Threshold Requirements</b>		
<b>Category 1: Application is complete:</b>		
Criteria (Select all that apply)	Yes	No
Application is complete with all the required attachments.		
Application was submitted by established deadline.		
<b>Category 1: City Council and/or Consolidated Plan Goals:</b>		
Criteria (Select all that apply)	Yes	No
Meets 2020-2024 Consolidated Plan Goal		
Meets City of Champaign Council Goal		
Meets City of Urbana Council Goal		
Meets HOME-ARP Goal		
<b>Category 1: Project Type</b>		
Criteria (Select All that apply)	Check	Eligible Funding Sources
TBRA		
TBRA Program Management		
Supportive Services		
Housing Gaps		
Development of Affordable Housing (Acquisition, Rehab, or New Construction)		
Acquisition and Development of Non-Congregate Shelter		
Acquisition and Development of Congregate Shelter		
Non-Profit Operating		
Non-Profit Capacity Building		
Other		
<b>Category 2: APPLICANT CAPACITY (25 POINTS)</b>		
<b>Category 2: Past Performance and Relevant Experience</b>		
Criteria	Points 15	Score

Applicant appears to have the background and management capacity, professional experience, and qualifications to successfully manage and complete the program or project. Applicant appears to document compliance with HUD requirements. Applicant has been in operation for 10 or more years.	12-15	
Applicant appears to have the background and management capacity, professional experience, and qualifications to successfully manage and complete the program/project. Applicant appears to document compliance with HUD requirements. Applicant has been in operation for 5 or more years.	8-11	
Applicant appears to have some background and management capacity, professional experience, and qualifications to successfully manage and complete the program/project. The applicant did NOT adequately describe how it will ensure the proposed project will comply with HUD requirements.	4-7	
Applicant appears to have minimal background and management of federally funded activities and it's unclear whether the activity would comply with HUD requirements.	0-3	
Category 2: Attended Training Workshop		
Criteria	Points 1	Score
Applicant attended application training workshop	0 or 1	
Category 2: Evidence of collaboration with housing or service providers		
Criteria	Points 9	Score
Strong evidence of collaboration with multiple local agencies and a plan to formally partner with another agency to implement the proposed project/program.	7-9	
Evidence of collaboartion with local housing, homelessness or other service agencies	4-6	
No evidence of collaboration with local housing, homelessness, or other service agencies.	0-3	
Category 2 Subscore		0
Category 3: Program/Project Readiness:		
Category 3: Timetable Reasonable		
Criteria	Points 15	Score
Maximum Pace: The program/project schedule is comprehensive and includes evidence and clear documentation that the program/project is ready to start upon approval/receipt of funding. Project milestones (activities) and other critical elements necessary for success are identified in the schedule and assigned time periods for each activity appear reasonable and achievable.	12-15	

Substantial Pace: The program/project schedule is comprehensive. Documentation indicates that the program/project will be ready to start within one month of approval/receipt of funding) and may take 12 months or slightly longer to be completed. Milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable and achievable.	8-11	
Moderate Pace: The program/project schedule is comprehensive. Documentation indicates that it is more likely to start later than one month from approval/receipt of funding and/or not be completed within the first 15 months of funding. Project milestones (activities) and other critical elements necessary to accomplish the project are identified in the schedule and assigned time periods for each activity appear reasonable.	5-7	
Minimal Pace: The program/ project start date is somewhat uncertain or has not been established and the project	3-5	
The schedule is poorly prepared and/or time periods are unrealistic and/or not achievable.	0-2	
Category 3: Program Plan is clear, concise, realistic and reasonable		
Criteria	Points 10	Score
The proposal fully and thoroughly identifies the major critical issues and factors to implement and maintain the project objectives over the long term. The proposal addresses how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project. The approach is sound and reflects a clear understanding of the issues involved and how they will be resolved.	8-10	
The proposal appears to identify most of the major critical issues and factors to implement and maintain the objectives over the long term. The proposal somewhat addresses how some of these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.	5-7	
The proposal appears to identify some of the major critical issues and factors to implement the program/ project and maintain objectives over the long term, but does not address how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.	2-4	
The proposal does not address major issues to implement the program/project and maintain the project objectives over the long term, nor how these issues will be resolved to sustain the project results and ensure continued success after the implementation of the project.	0-1	
Category 2 Program/Project Readiness Subscore		0
Category 4: PROJECT/PROGRAM IMPACT (25 POINTS)		
Category 4: Population Prioritized		
Criteria (Select one)	Score 5 Max	Score
Homeless	2	
At-risk of homelessness	2	

Veterans	1	
Fleeing or Attempting to Flee Domestic Violence	1	
Immigrants	1	
No Population Prioritized	0	
<b>Category 4: Income Prioritized</b>		
Criteria (Select One)	Score 5	Score
Extremely Low Income (30% AMI)	5	
Very Low Income (50% AMI)	4	
Low Income (60% AMI)	3	
Low -Mod Income (80% AMI)	2	
No Income Priority	0	
<b>Category 4: Serves target populations</b>		
Criteria	Points 5	Score
Direct benefit of 100% of project restricted to serving low- income persons (includes area-wide benefit).	5	
Direct benefit of less than 100%, but at least 75% of project restricted to low-income persons.	4	
Direct benefit of less than 75% but at least 51% of project restricted to low-income persons.	3	
Direct benefit of less than 51% (HUD required minimum)	0	
<b>Category 4: Expected accomplishments are clearly defined</b>		
Criteria	Points 8	Score
The applicant clearly and completely describes the significance of the need and provides supporting documentation and statistics fully substantiating this need. The activity proposed for funding addresses the described need and successfully resolves the problem completely. The achievement of the results is realistic and reasonable	6-8	
The applicant explains the significance of the need and provides some supporting documentation and/or statistics that somewhat relate to the need. The proposed project would have a major impact on addressing the described need but would not completely resolve the problem. The achievement of the results is somewhat realistic and reasonable.	4-5	
The applicant describes the need, but not clearly or completely and provides minimal or no supporting documentation and/or statistics that relate to the need. The proposed project would have some impact on addressing the described need, but significant areas are not addressed. The achievement of the results is not realistic and reasonable	2-3	



The need, as described, appears questionable as to its significance and seriousness to the community. The proposed project does not clearly address how the described need would be addressed or the project would be ineffective in resolving the described need.	0-1	
<b>Category 4: Program/Project is Innovative or Unique</b>		
Criteria	Points 2	Score
The proposed program meets a service or housing gap of unmet needs in our Community. Project or program proposes an innovative solution to homelessness or housing needs.	0-2	
<b>Category 4 Subscore</b>		0
<b>Category 5: FINANCIAL CONSIDERATIONS (25 POINTS TOTAL)</b>		
<b>Category 5: Budget is complete, clear and reasonable.</b>		
Criteria	Points 15	Score
Program budget appears accurate, comprehensive and detailed. Project costs are completely and clearly documented, project activities are itemized in detail and appear reasonable and justified (assumptions are logical and clearly substantiate cost estimates). The project budget schedule is presented logically and is mathematically accurate. The Grant Funds will be used in the most cost-effective manner.	10-15	
Program activity costs are itemized and appear to be reasonable, but the costs and assumptions are not clear or well documented. The project budget schedule is substantively mathematically accurate (i.e. minor footing errors noted), and/or does not appear complete.	5-9	
Program costs appear to be questionable and/or unreasonable, assumptions are unclear and/or poorly documented. The project budget schedule is substantively mathematically incorrect and/or the Grant Funds does not appear to be used in a cost-effective manner.	0-4	
<b>Category 5: Leverages additional resources</b>		
Criteria	Points 5	Score
Other financial resources are needed and clearly identified. Those other financial resources are confirmed and secured with written commitments.	4-5	
Other financial resources are NOT needed to complete the project. The proposed project will be 100% funded with HHI	3	
Additional financial resources are needed and clearly identified in the application. However, these financial resources are NOT secured with written commitments.	0-2	
<b>Category 5: Review Audit Findings and /or ongoing Concerns</b>		
Criteria	Points 5	Score

Applicant's audited financials indicate that the applicant appears to have more than sufficient long-term financial resources necessary to ensure the operating viability of the program. Audit report of independent CPA does not reveal any on-going concerns, risks or material weaknesses of entity.	5	
Applicant's audited financials indicate that the applicant appears to have a sufficient amount of the long-term financial resources necessary to ensure the operating viability of the facility/project. Audit report of independent CPA does not reveal any on-going concerns, risks, or material weaknesses of entity.	4	
Applicant's audited financials indicate that the applicant does not appear to have the long-term financial resources necessary to ensure the operating viability of the program but have formalized strategies and firm plans to secure financial resources to ensure the operating viability of the program. Audit report of independent CPA does not reveal any on-going concerns, risks and/or material weaknesses of entity.	3	
Applicant has been in operation less than 2 years and/or is not able to provide audited financial statements. Therefore, an assessment of the financial viability and sustainability of the entity is difficult to perform, if not questionable.	2	
Applicant has none of the long-term financial resources necessary to ensure the operating viability of the facility/project is sustained relative to the duration of the use restriction required and/or audit report of independent CPA reveal on-going and/or concerns, risks and/or material weaknesses of entity.	1	
<b>Category 5 Subscore</b>		

<b>Application Scoring</b>		
	<b>Possible Points</b>	<b>Service</b>
Project Type and Eligibility	<b>0</b>	<b>0</b>
Required Criteria	<b>0</b>	<b>0</b>
Applicant Capacity	<b>25</b>	<b>0</b>
Population Prioritized	<b>25</b>	<b>0</b>
Project Readiness	<b>25</b>	<b>0</b>
Financial Considerations	<b>25</b>	<b>0</b>
<b>Total:</b>	<b>100</b>	<b>0</b>

Scoring Overview		Possible Points
<b>1. Threshold Requirements</b>		0 Points
Application is complete and submitted on time	Yes/No	N/A
Application Meets a ConPlan or City Goal	Yes/No	N/A
Project Type is Eligible	Yes/No	N/A
<b>2. Applicant Capacity</b>		25 Points
Past Performance and Relevant Experience		15
Attended Training Workshop		1
Evidence of Collaboration with other Agencies		9
<b>3a. Service Programs Only: Program Readiness</b>		25 Points
Timetable is Reasonable		10
Program Plan is Clear, Concise, Reasonable		15
<b>3b. Development Projects Only: Project Readiness</b>		25 Points
Timetable is Reasonable		10
Project Design is Clear, Consise, Reasonable		10
Site Control		5
<b>4. Project/Program Impact</b>		25 Points
Priority Population Type		5
Target Population Income		5
% of Low/Mod Benefit		5
Expected Accomplishments/Impact		8
Innovative or Unique Program Type		2
<b>5a. Service Programs Only - Financial Considerations</b>		25 Points
Budget Complete, Clear, and Reasonable		15
Leverages other Funds		5
Clear Audit/Financial Policies		5
<b>5b. Development Projects Only - Financial Considerations</b>		25 Points
Timeline		10
Project Design		5
Funding Sources Secured		5
Site Control		5
<b>TOTAL POINTS TBRA/SERVICES/PROGRAM</b>		<b>100</b>
<b>TOTAL POINTS FOR DEVELOPMENT PROJECT</b>		<b>100</b>

**RESOLUTION NO. \_\_\_\_\_****A Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan for Fiscal Year 2020-2024 and Annual Action Plan for Fiscal Year 2022-2023**

**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 Resolution constitutes an exercise of the City's home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, the City of Urbana has been designated lead entity for the Urbana HOME Consortium in accordance with the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, and as such is eligible to receive HOME Investment Partnerships (hereinafter "HOME") funds on behalf of the City of Urbana, City of Champaign, and Champaign County; and

**WHEREAS**, on June 10, 2020, the Urbana City Council passed Ordinance No. 2020-06-031 approving the City of Urbana and Urbana HOME Consortium Consolidated Play FY 2020-2024; and

**WHEREAS**, on April 29, 2022, the Urbana City Council passed Resolution No. 2022-04-034R approving the City of Urbana and Urbana HOME Consortium Annual Action Plan FY 2022-2023; and

**WHEREAS**, on September 7, 2022, a Notice of Public Hearing was published on the City of Urbana website requesting public input, and announcing a public hearing to be held on September 27, 2022 regarding the substantial amendment to the Consolidated Plan and Annual Action Plan; and

**WHEREAS**, the Community Development Commission held a public hearing on the substantial amendment to the Consolidated Plan and Annual Action Plan on September 27, 2022.

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

Section 1. That the substantial amendment to the *City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020-2024* and *Annual Action Plan FY 2022-2023*, in substantially the form as attached hereto and incorporated herein by reference, is hereby approved.

Section 2. Notwithstanding the amendment approved and adopted in Section 1, during the Annual Action Plan Year 2022-2023 and prior to April 1, 2023, no Community Development Block Grant funds shall be expended on hard construction costs for any fire station, including demolition, excavation, site preparation or vertical construction.

**PASSED** by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTAINS:

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

**APPROVED** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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





## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Grants Management Division*

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

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

**FROM:** Sheila Dodd, Manager, Interim Community Development Services Director  
Breaden Belcher, Community Development Coordinator

**DATE:** October 13, 2022

**SUBJECT:** A Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan for Fiscal Year 2020-2024 and Annual Action Plan for Fiscal Year 2022-2023

#### Description

At the October 10, 2022 Urbana City Council meeting, Council directed staff to revise the Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan for Fiscal Year 2020-2024 and Annual Action Plan for Fiscal Year 2022-2023. This revision was requested to provide clarity regarding how CDBG funds will be spent under this amendment. Section 2 of the revised resolution states that no CDBG funds shall be expended on hard construction costs for any fire station, including demolition, excavation, site preparation or vertical construction during the FY 22-23 Annual Action Plan Year and prior to April 1, 2023.

The proposed amendment to these plans will enable staff to utilize CDBG funds for various fire station projects and services that were not originally included as part of the Consolidated Plan and Annual Action Plan submittal to HUD. These projects will primarily benefit the City's targeted neighborhoods.

#### Fiscal Impact

The City's current CDBG balance is \$640,071. In addition to this balance, the City received a FY 2022-2023 CDBG allocation of \$516,972. The funding amount reflected in the attachment under project type CDBG Neighborhood Revitalization includes previous year CDBG rollover funds as well as the City's regular FY 2022-2023 allocation from HUD. There will be no further fiscal impacts on the City.

#### Options

1. Forward the Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020/2024 and Annual Action Plan FY 2022/2023 to the Consent Agenda with a recommendation for approval.

2. Forward the Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020/2024 and Annual Action Plan FY 2022/2023 to the Consent Agenda with recommended changes.
3. Do not recommend approval of A Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan FY 2020/2024 and Annual Action Plan FY 2022/2023.

**Recommendations**

Staff and the Urbana Community Development Commission recommend that the Urbana City Council Committee of the Whole forward A Resolution Amending the City of Urbana and Urbana HOME Consortium Consolidated Plan for Fiscal Year 2020-2024 and Annual Action Plan for Fiscal Year 2022-2023

Amendment to the *City of Urbana and Urbana HOME Consortium FY 2020-2024 Consolidated Plan* and FY 2022/2023 Annual Action Plan

FY 2020-2024 Consolidated Plan  
SP-45 Page 146

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed
Support Infrastructure Improvements	2020	2024	Non-Housing Community Development	Census Tracts 53, 54,55,56, and 57	Community Development Needs – Capital Improvement Projects Fire Activities
Preserve Consortium Neighborhoods	2020	2024	Non-Housing Community Development	Urbana Consortium-wide Area Census Tracts 53, 54,55,56, and 57	Community Development Needs - Capital Improvement Projects Fire Activities

FY 22-23 Annual Action Plan  
AP-38 Page 31

<b>2</b>	<b>Project Name</b>	CDBG Neighborhood Revitalization
<b>Target Area</b>	Census Tracts 53, 54,55,56, and 57	
<b>Goals Supported</b>	Support Infrastructure Improvements Preserve Consortium Neighborhoods	
<b>Needs Addressed</b>	Community Development Needs	
<b>Funding</b>	CDBG: \$840,138	
<b>Description</b>	Funds will be used to support neighborhood revitalization programs including code enforcement, blight reduction, Capital Improvement Projects, Fire activities	
<b>Target Date</b>	6/30/2023	
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Low to moderate income individuals and households within the City of Urbana will benefit from the proposed activities.	
<b>Location Description</b>	City of Urbana and targeted neighborhoods.	
<b>Planned Activities</b>	Funds will be used to support neighborhood revitalization programs including code enforcement, blight reduction, Capital Improvement Projects, Fire activities	