

DATE: Monday, May 18, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: *Christopher Evans, Ward 2*

- 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. **Resolution No. 2026-05-020R:** A Resolution Adopting Revised Financial Policies (2026) - HRF
 - 2. **Ordinance No. 2026-05-013:** An Ordinance Approving a Preliminary & Final Development Plan for a Planned Unit Development at 413-419 West Main Street (Plan Case No. 2519-PUD-25) - CD
- G. Discussion
 - 1. **Surveillance Ordinance**
- H. Council Input and Communications
- I. Adjournment

PUBLIC INPUT

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

Email Input

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

Written Input

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

Verbal Input

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

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

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

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

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

Accommodation

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

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



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: May 18, 2026, Committee of the Whole
Subject: A Resolution Adopting Revised Financial Policies

Summary

Action Requested

Forward the resolution adopting revised Financial Policies to the May 26 City Council meeting for approval.

Brief Background

This resolution seeks City Council approval to adopt revised Financial Polices. Changes include updates to pension funding requirements. In addition, the previously approved Investment Policy would be revised and incorporated into the Financial Policies for transparency and ease of reference. An Ethical Investment section would be added to this section of the policies.

Relationship to City Services and Priorities

Impact on Core Services

These changes may impact core services in the future by increasing the stability of pension contributions. A lack of stability in pension contributions would increase the likelihood that budget cuts are needed in the future.

Strategic Goals & Plans

N/A

Previous Council Actions

The Financial Polices have been reviewed and updaed periodically since 2016. Revised Financial Policies were most recently adopted by the City Council on February 28, 2022 in [Resolution 2022-02-022R](#). Investment Policies were adopted by the City Council on November 15, 1999 in [Resolution 1999-11-039R](#).

Discussion

Additional Background Information

The Financial Policies provide for a consistent approach to planning and budgeting, and support the City's long-term financial stability. Staff recommend that the City Council also incorporate the City's Investment Policy into the Financial Policies at this time. This would consolidate all policies related to the City's finances that are approved by the City Council into one document, and would also ensure transparency, since the City's Financial Policies are published in the annual budget document.

Recommended revisions include:

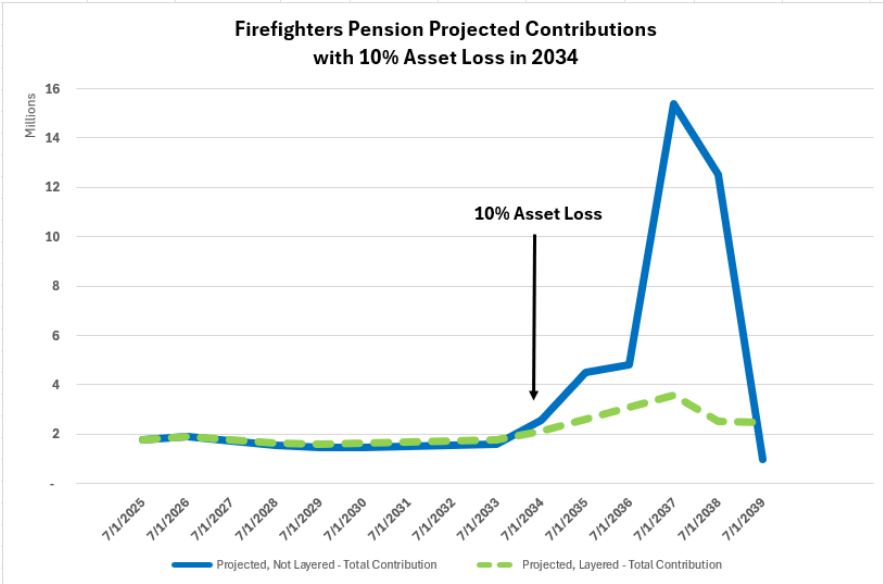
Vehicle & Equipment Replacement Fund (VERF) and Capital Improvements: Staff recommends clarification with respect to items included in the VERF and those considered capital improvements. The recommended changes are based on internal discussions involving both Public Works and Finance staff.

Changes would revise the minimum value of items included in the VERF from \$5,000 to \$10,000. Items included in the VERF have also have a useful life of five years or more. However, there are some exceptions. For example, Police squad cars currently have an expected life of four years (increased from three) but are included in the VERF for consistency with other vehicles, as well as ease of budgeting and managing the replacement process.

All modular furniture and individual pieces of furniture with a cost of \$10,000 or more would be included as capital improvements under the budget for facilities. Generally, these furniture purchases are made in conjunction with remodeling or renovating City facilities and are managed by Facilities staff. All equipment attached to buildings, for example, self-contained breathing apparatus (SCBA) fill stations for the Fire Department, and any building repairs or maintenance with a cost of \$10,000 or more would also be included in the CIP. This will address some internal inconsistencies in how these types of expenditures have been handled in the past.

Pension Funds: The current policy recommends reviewing the funding strategy for police and fire pensions prior to levying taxes in 2028 to consider approaches to minimize volatility. Staff recommends updating the policy to transition from the current, 20-year closed period funding approach to a layered funding approach for new unfunded liabilities with a closed 15-year period for each layer beginning with the June 30, 2026 actuarial valuation (2026 tax levy). Existing liabilities would be amortized over a 12-year closed period, consistent with the current policy. The reason for this approach is that as the closed period becomes shorter, the impact of swings in the value of investments becomes more pronounced because increases in unfunded liability are paid off over a shorter period. The impact on the City's operations could be significant, since a need for increased pension funding would reduce property tax revenue available to support services such as public works, police, and fire protection in the City's General Operating Fund. The recommended strategy provides a balance between stability in the City's finances and goals for funding the City's pension obligations.

To evaluate this strategy, the City's actuary provided some scenarios. The following chart is an example for the Fire Pension Fund that compares fully funding the City's obligation over the remaining closed period and employing the recommended, layered approach, with a 15-year closed period, assuming there is a 10% asset loss in 2034. While this is not likely to occur with any frequency, this type of loss is certainly within the realm of possibility.



The potential impact of the asset loss in 2034 results in contributions that are as much as \$11.8 million higher than with the layered approach as the new unfunded liability is paid off over the remaining years of the closed period, ending in 2038. The impact in the layered, closed period scenario is relatively modest in comparison because the new unfunded liability is paid off over 15 years.

Employing layered amortization over a period of 15 – 20 years is recommended because periods of less than 15 years can result in too much volatility and periods of longer than 20 years result in a loss of intergenerational equity and result in negative amortization.

Investment Policy: The City’s investment policy was last updated in 1999. The recommendations include changes to the Investment Policy, as well as incorporating the entire investment policy into the Financial Policies. This will provide transparency, because the Financial Policies are published in the annual budget.

Minor revisions to the Investment Policy include clarifying the scope. The City does not invest pension funds. Police and fire pension investments were transitioned to new agencies created by State law in 2020. The consolidations were completed between 2022 and 2024. These agencies are the Illinois Police Officers Investment Fund (IPOPIF) and the Illinois Fire Pension Investment Fund (IFPIF). Investments related to pensions for other City employees are managed by the Illinois Municipal Retirement Fund (IMRF).

There are some language updates to make descriptions of various investments consistent with current terminology or for clarification. Other changes are minor corrections or updates, such as replacing the term “Comptroller,” an old job title, with the term “Finance Director.” The proposed changes also clarify that if certificates of deposit in a single institution are over the federal insurance limit, collateral is required. Also, the “Policy Considerations” section was removed because it seems unnecessary, now that the Investment Policy will be made part of the Financial Policies.

The most significant change proposed in the Investment Policy is the addition of an “Ethical Investments” section. The Mayor was approached by representatives of groups in the community, including CU Muslim Action Committee and Jews for Ceasefire, regarding this initiative. The Mayor, City Administrator, and Finance Director met with these representatives to hear their concerns.

The proposed language is based on conversations with Council Members regarding their interest in adopting such a policy, along with staff consideration of how such a policy might be implemented. Considerations included a desire to have a policy that is not associated with a specific conflict, but more generally excludes investments in organizations that support efforts to make war. Additionally, staff wanted to ensure that a policy could be realistically implemented, so relying on a published list of exclusions would provide clarity and would not require staff to do independent research or make judgments as to which investments are or are not appropriate.

The proposed policy would exclude investments in companies listed on the most recent [Swedish International Peace Research Institute \(SIPRI\) Top 100 Arms-producing and Military Service Companies](#) list. For ease of use, this is referred to as the “SIPRI list” here. This would include direct investment as well as investment in any local government investment pool (LGIP) that invests in companies on the SIPRI list. The policy would require that, in addition to making no direct investments in organizations on the SIPRI list, the Finance Director review investments twice each year to ensure that the City is not investing in LGIPs that invest in any of those organizations. If such investments are found, City investments would be redirected.

For context, the City primarily uses Illinois Funds (the State Treasurer’s investment pool), the Illinois Metropolitan Investment Fund (IMET, which is another LGIP), and Busey Wealth Management (BWM) to manage the City’s investments. BWM investments are primarily U.S. treasuries and agencies, and a few certificates of deposit, none of which would conflict with this policy. Investments in Illinois Funds and IMET can change frequently. When staff recently reviewed these investments, no conflicts with the SIPRI list were found. However, that could change, which is the reason for requiring periodic monitoring. Deposits from the State of Illinois are directly deposited into the City’s Illinois Funds account. If the City were to move away from using Illinois Funds, those deposits would be directed elsewhere and that may result in a delay in receiving those deposits, which could have a small impact on investment income.

City Council may wish to modify the proposed policy to include a reference other than the SIPRI list or to include other prohibited investments. If that is the case, clear direction to staff, perhaps through an informal poll, could be considered. With clear direction, staff could provide a modified version of the policy for consideration at the next City Council meeting.

Policy or Statutory Impacts

The proposal involves modifying the City Council's Financial Policies, which guide many financial processes.

Fiscal and Budget Impact

The proposed changes to the policies regarding pension funding could improve financial stability and thus the City's ability to support essential services to the community in the coming years. The proposed changes to the policy regarding investments are not expected to have a significant impact on investment income.

Community Impact

Members of the community have expressed to elected officials a desire for changes in the City's investment policy. Staff believes the proposal is aligned with their interests, although it is not entirely consistent with their request.

Recommendation

Forward the recommended changes to the City's Financial Policies for approval at the May 26 City Council meeting.

Next Steps

If the proposed changes are approved, policy changes will be implemented by the Finance Director.

Attachment(s)

1. A Resolution Adopting Revised Financial Policies

Originated: Elizabeth Hannan, HR & Finance Director / CFO
 Reviewed: Kris Francisco, Finance Manager
 Don Ho, Senior Financial Analyst / Budget Coordinator
 Approved: Darius White, City Administrator

RESOLUTION NO. _____**A RESOLUTION ADOPTING REVISED FINANCIAL POLICIES (2026)**

WHEREAS, Section 8-1-1 of the Illinois Municipal Code (65 ILCS 5/8-1-1) provides that the corporate authorities of each municipal corporation may control the finances of the corporation; and

WHEREAS, the City Council is the fiscal authority for the City of Urbana (“City”) and is responsible for passing the annual budget ordinance and controlling the fiscal operations of the City; and

WHEREAS, the City Council is further responsible for ensuring that the City manages public funds appropriately; and

WHEREAS, on November 15, 1999, the City Council passed Resolution 1999-11-039R, adopting an Investment Policy; and

WHEREAS, on February 28, 2022, the City Council passed Resolution No. 2022-02-022R, adopting revised Financial Policies for the City; and

WHEREAS, the City Council, after due consideration, finds that the adoption of revised Financial Policies as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs;

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

Section 1.

The Financial Policies attached hereto and hereby incorporated by reference, be and the same are hereby adopted and supersede any previously adopted Financial Policies or Investment Policies.

Section 2.

Upon approval of this Resolution, the Finance Director shall administer these policies.

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

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

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

DeShawn B. Williams, Mayor

FINANCIAL POLICIES

- I. **Purpose:** Financial policies establish goals and targets for the City's financial operations. Formal policies provide for a consistent approach to planning and budgeting, and support the City's long-term financial stability.
- II. **Long-term Planning:** Each year the City's Finance Department will prepare a five-year financial forecast for the City's General Operating Fund to assess the City's future fiscal condition. The purpose of the forecast is to give context to decisions that will be made in the budget process.
- III. **Balanced Budget:** The City considers the budget to be balanced if budgeted, recurring expenditures in the General Operating Fund do not exceed 98.5% of budgeted, recurring revenues. In other City funds, unless specific reserve targets have been established, expenditures will not exceed the total of budgeted revenues and unassigned fund balance at the beginning of the year.
- IV. **Reserves:** The City will maintain adequate reserves to establish a cushion of available cash during economic downturns, finance cash flow needs, provide stable tax rates, and provide for unanticipated needs or unexpected opportunities.
 - A. **General Fund:** The City will maintain reserves of at least 25% of recurring expenditures in the General Operating Fund. This is in addition to any reserve that is established for a specific purpose. The reserve will be depleted below 20% only in the event of a catastrophic need. If the reserve dips below 25%, the Finance Director will recommend a strategy to replenish the reserve over a period of no more than three to five years.

A reserve level of no less than 25% is appropriate given-

- the City's reliance on cyclical revenue sources (e.g., sales tax)
- the reliance of other funds (e.g., Retained Risk and Capital Improvements) on the General Fund as a source of revenue
- the current backlog of unmet capital needs, which could result in an immediate demand for funds due to infrastructure failures
- the potential for unavoidable cost increases imposed by the State of Illinois
- concerns about the potential impact of the State's fiscal situation, including potential reductions in State-shared revenues

B. Vehicle & Equipment Replacement Fund (VERF): The City will maintain reserves of at least 10% of the total value of assets included in the VERF for planned replacement of capital equipment. Annual charges will be made to various operating budgets at 85% of projected replacement cost spread over the life of the asset accounted for in this fund. The replacement schedule will be updated at least biennially. A capital asset is defined as equipment with an initial purchase price of ~~\$5,000~~10,000 or more and a useful life of 5 years or more.

Other funds, including the Landscape Recycling Center Fund and the Equipment Services Fund, may retain reserves for equipment replacement separate from the Vehicle and Equipment Replacement Fund. Adequate funds will be reserved in fund balance for planned equipment replacement.

C. Retained Risk: Retained Risk Fund reserves will be maintained to provide funding in the event of large workers compensation and liability claims. The reserve amount will be established based on a periodic actuarial review. Annual transfers will be made from operating budgets to support risk management activities such as insurance premiums and routine claims, as well as to replenish the reserve, when necessary. Reserves will be replenished over time to minimize impact on the operating budget.

V. Property Taxes: The City's goal is to maintain a property tax rate equal to that of the City of Champaign, and to work with overlapping taxing districts to create an overall tax rate equal to the City of Champaign.

A. Pension Funds: The City will levy property taxes to provide funding for a ~~20-year closed period~~layered 15-year closed period amortization of 100% of unfunded liability for new liabilities beginning with the actuarial valuation dated June 30, 2026, including a five-year transition to the higher funding level, beginning with the 2018 property tax levy. Existing liabilities will be amortized over a 12-year closed period, consistent with the previous funding policy. Contributions will be calculated using the entry age normal (level percent of pay) method. Asset smoothing will be used over a five-year period to reduce the effects of market volatility. An 8.12% share of the actuarily determined pension funding requirement will be allocated from personal property replacement tax (PPRT), also consistent with State law. However, if adequate funds are not available from PPRT, the difference will be made up from other City resources.

~~Prior to levying taxes in 2028, staff will recommend to the City Council an appropriate strategy to minimize volatility as the funds move closer to the goal of being fully funded.~~

- B. Library General Fund:** The City levies property taxes for the Library to support operations, which are funded from the Library's General Fund. The City Council approves the Library's budget, including estimated property tax revenues necessary to support the expenditure budget. When the City Council approves the property tax levy, it will include a levy sufficient to support the approved Library General Fund budget. (The City also allocates a portion of the Ameren franchise fee to the Library, based on the Library's proportionate benefit from free gas therms provided by Ameren prior to the franchise agreement approved in 2015. This allocation will continue in the same proportion.)
- C. Corporate Tax Levy:** Remaining funds that can be raised within the City's target tax rate will be allocated to the General Operating Fund to pay for public safety services.

- VI. Capital Improvements:** Capital improvements are defined as a project or activity costing ~~more than~~ \$10,000 or more resulting in construction, renovation, or acquisition of land, infrastructure, or buildings, with an expected life of at least 10 years. This includes purchases of modular furniture, individual pieces of furniture with a cost of \$10,000 or more, and all equipment that is attached to a building, as well as repair and maintenance of City facilities with a cost of \$10,000 or more.

- A. Capital Improvement Fund:** The Capital Improvement Fund is used to pay for capital improvements that do not have another source of funding, or for which other sources are insufficient. The City's goal is to increase funding for capital improvements each fiscal year by at least the amount of increase in the construction cost index for the prior calendar year. This funding is to be used only for the purpose of funding capital improvements.

As the budget allows, the City will consider additional one-time transfers to provide additional funding for infrastructure maintenance and improvements; or increasing the base level of the recurring transfer to provide a stable, ongoing source of funding.

B. Stormwater and Sewer Improvement Funds: These enterprise funds are established to provide ongoing funding for maintenance and improvements to the City's stormwater and sanitary sewer systems. Fees will be established to provide funding consistent with long-term plans for operation and maintenance of these systems.

C. State and Local Motor Fuel Tax Funds: These funds are reserved for transportation improvements.

VII. Debt: The City may use long-term borrowing for capital projects that cannot be funded from current resources, when the improvements have a useful life of 25 years or more. Debt maturities will not exceed the useful life of the improvement. Combined debt service payments will not exceed 10% of recurring General Operating Fund revenues, regardless of the source of repayment. The City will generally use bank qualified bonds because of the lower cost of borrowing and reduced administrative burden.

VIII. Interfund Transfers for General Fund Support of Other Activities:

A. Administrative Overhead: The City provides support services for City activities through a variety of administrative support programs. As a result, some expenditures that benefit activities outside of the General Fund are not being directly allocated but are accounted for in administrative support programs in the General Operating Fund. Cost allocations for activities outside of the General Operating Fund will be charged to the following activities –

- Activities that are primarily supported by user fees (for example, sanitary and storm sewer maintenance).
- For internal services when less than 75% of support comes from the General Operating Fund (for example, the Equipment Services and Information Technology Funds would not be charged).
- Additionally, to maximize the use of grant funds available to the City, funds that receive most or all of their revenue from grants will not be charged.

A step-down allocation method will be implemented to ensure that costs incurred related to services between administrative support departments are fully allocated before final allocations to other activities are made.

B. Direct Cost Allocations: Other costs that can be directly allocated to a specific activity will also be included in the transfer (for example, General Operating Fund sewer maintenance activities will be fully allocated to the sanitary sewer and stormwater programs).

C. Payment in Lieu of Taxes for Parking Fund: The Parking Fund has historically made a transfer for a payment in lieu of taxes to the General Operating Fund, for revenue generating properties that are tax exempt. This will be reassessed based on changes in tax rates and growth in EAV since it was last assessed.

IX. Investment Policy

A. Scope: This policy applies to the investment of ~~operating~~ funds for the City of Urbana (City). ~~Longer term funds, including investments of employees' investment retirement funds and proceeds from certain bond issues, are covered by separate policies or procedures as contained in bond ordinances. Investments related to employee retirement funds are not managed by the City.~~

Pooling of Funds: Except for cash in certain special funds that are restricted by higher governmental authorities, the City will consolidate cash balances from all funds to maximize investment earnings, as long as the general principle of diversification (see below) is met. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

B. General Objectives: The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit Risk - The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the ~~entity~~City will do business

- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Interest Rate Risk - The City will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer short-term ≤(no more than 30 day>) liquidity for short-term funds.

Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally not be sold prior to maturity except to improve the quality, yield, or target duration in the portfolio or when liquidity needs of the portfolio require that the security be sold.

C. Standards of Care

Prudence - The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the

terms of this policy. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Ethics and Conflicts of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

Delegation of Authority - Authority and responsibility for the operation and management of the investment program is granted to the City ~~Comptroller~~[Finance Director](#), who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the ~~investment officer~~[Finance Director](#). The ~~investment officer~~[Finance Director](#) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

D. Safekeeping and Custody

Authorized Financial Dealers and Institutions - A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of state registration
- Certification of having read and understood and agreeing to comply with the City's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the [Comptroller Finance Director](#).

Internal Controls The [Comptroller Finance Director](#) is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the [Comptroller Finance Director](#) shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

Delivery vs. Payment - All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

E. Suitable and Authorized Investments: The following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
- ~~Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency; Federally insured time deposits (non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that the amount per institution is limited to the maximum covered under federal insurance, or if the excess amount is fully collateralized with securities;~~
- ~~Investment-grade obligations~~Obligations of state, provincial and local governments and public authorities, which shall be rated at the time or purchase within the three highest general classifications established by a nationally recognized statistical rating agency (NRSRO);
- Money market mutual funds ~~regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in the first bullet of this subsection and to agreements to repurchase such obligations;~~
- Local government investment pools, either state-administered or through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments are not authorized investments.

Collateralization - Full collateralization will be required on certificates of deposit and other deposits at financial institutions.

F. Investment Parameters

- **Diversification** - The investments shall be diversified by:
 - limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),

- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and
- continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities - To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Any securities maturing more than five (5) years from the date of purchase shall have a readily liquid market. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPs, or -money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

[Ethical Investments – The City shall not invest in companies or local government investment pools that directly invest in companies listed on the most recent Swedish International Peace Research Institute \(SIPRI\) Top 100 Arms-producing and Military Services Companies list.](#)

[The Finance Director is charged with implementing this direction by expeditiously moving funds out of local government investment pools that invest in companies on the most recent SIPRI Top 100 Arms-producing and Military Services Companies list \(the list\), and by avoiding future direct investments or investments through local government investment pools that invest in these companies. The Finance Director shall review the list at least twice each year against investments in local government investment pools in which the City invests and redirect investments accordingly. The Finance Director shall not directly invest in companies on the list.](#)

G. Reporting

Methods - The ~~Comptroller~~Finance Director shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made since the last report. This management summary will be prepared in a manner which will allow the reader to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the ~~Chief Administrative Officer~~Mayor, the City Administrator, and the City Council. The report will include a listing of individual securities held at the end of the reporting period, to include yield, maturity date, and investment type.

Performance Standards - The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.

Marking to Market - The market value of the portfolio shall be calculated at least quarterly.

H. Policy Considerations

~~**Amendments**—This policy shall be reviewed periodically by the Comptroller and amended as needed.~~

~~**Supersession of Previous Policies**—This policy supercedes all prior City investment policies.~~



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanail.gov

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: May 18, 2026 Committee of the Whole
Subject: **Plan Case No. 2519-PUD-25:** An application by Andrew Fell, on behalf of DMCB Properties, LLC, for preliminary and final approval of a multi-family residential Planned Unit Development at 413-419 W. Main Street in the R-2, Single-Family Residential, Zoning District.

Summary

Action Requested

City Council is being asked for preliminary and final approval of a residential Planned Unit Development at 413-419 W Main Street. The subject property is zoned R-2, Single-Family Residential. The request includes a proposal for a medium-density multifamily development. Section XIII-3 of the Urbana Zoning Ordinance requires review and approval of both a preliminary and a final Planned Unit Development (PUD). For the proposed development, preliminary and final PUD applications were submitted jointly and as a result this request is for both preliminary and final approval.

Plan Commission Recommendation

The Plan Commission reviewed the proposed PUD on May 7, 2026, and recommended approval to City Council with conditions (four ayes to one nay). Please refer to the attachments for the Plan Commission's discussion and decision. The Plan Commission's recommendation is as follows:

Plan Commission recommended approval of the preliminary and final PUD, including the following conditions:

1. That the final development plans be in general conformance with the attached Site Plan.
2. That the final development plans be built in general conformance with an R-5 Zoning District, with an allowance for a FAR of 1.0 instead of 0.90.

Relationship to City Services and Priorities

Impact on Core Services

Approval of the PUD will have no direct impact on City services.

Strategic Goals & Plans

This PUD aligns with the Imagine Urbana Comprehensive Plan, by introducing new housing types in every neighborhood, and redeveloping property within the urban area that are vacant or underutilized and currently served by infrastructure. It also relates to the following Big and Little Moves:

- Make Downtown the Economic Driver of the City; “Downtown Urbana serves as the heart of the community, offering spaces for social, cultural, and economic activities. To enhance its role as the economic center of the city, it is essential to promote diverse housing options...” (Big Move 4)
- Make Walkability a Priority; “Walking¹ is the most equitable form of transportation. Designing an equitable city and putting people first means that walking must be at the forefront of how things are built.” (Big Move 6)
- Promote Incremental Development; “Incremental development contributes to community growth and sustainability by allowing for gradual, adaptive improvements that meet the needs and preferences of residents. Currently, City regulations often make it easier, or even a requirement, to develop land in ways that run counter to building a strong community.” (Big Move 7)
- Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood. (Little Move 1.8)
- Prioritize development in areas already served by services and infrastructure (Little Move 8.3)

Previous Council Actions

July 28, 2025: Council approved the Imagine Urbana Comprehensive Plan.²

Discussion

Additional Background Information

Before the PUD application, this property received a Creekway Permit due to the location of the subject property within the Boneyard Creek District. As a condition of the permit, a twenty-foot dedication of land was made to the City of Urbana towards future Boneyard improvements. As part of the Creekway Permit the applicant was granted a bonus provision for increased height up to 12-feet per Sec. XIII-4.F, “height requirements may be modified to add an additional story provided such height modification shall not exceed 12 feet.”

While the site is zoned R-2, the proposed development is designed to comply with most of the R-5 district requirements. The recommended condition ensures that the development will be built to those standards, in terms of setbacks, yard requirements, etc. with the exception of the FAR requirement for the R-5 zone. If approved, the additional dentistry granted to this development will apply to this project only and will not otherwise rezone or reclassify the subject property.

¹ “Walking” includes community members who use wheelchairs and other assistive devices.

² Ord No. 2025-04-013

During the May 7th Plan Commission public hearing, a representative from Andrew Fell Architecture explained that the hydrology of the site requires the building to be elevated by four feet to remain above the 100-year floodplain. Due to the costs associated with the flood management of the building, the additional FAR and accompanying units are required for the development to be financially viable. The design challenges presented by the floodplain and associated costs would remain a concern for any future development on the site. It was noted in the Public Hearing on May 7th, that two of the four parcels within the subject property have remained vacant since 2015. The representative also clarified that the proposed development would retain many of the existing trees on the site.

The site of the proposed development is part of a larger block bounded by Main to the north, McCullough to the west, and Springfield to the south.³ The part of the block north of the Boneyard Creek is designated Neighborhood 1, with the area south of the Creek designated as Downtown. Although the proposed development does not fully align with the Neighborhood 1 Placetype, it is consistent with the surrounding built environment, which includes a blend of single-family homes and medium-density multi-family housing. The project would provide an appropriate transition in scale at the edge of downtown, bridging the shift from a predominantly commercial area to a predominantly residential one.

Policy or Statutory Impacts

No impact.

Fiscal and Budget Impact

No impact.

Community Impact

If approved, the proposed PUD would add 32 new housing units to the Downtown Urbana housing stock. Approval would also allow for new development to take place on a site with unique challenges posed by the presence of the 100-year and 500-year floodplains.

Recommendation

The Plan Commission recommended approval of the proposed preliminary and final Planned Unit Development to City Council. Staff concur with the Plan Commission's recommendation, and asks Council to approve the Planned Unit Development with the following conditions:

1. That the final development plans be in general conformance with the attached Site Plan.
2. That the final development plans be built in general conformance with an R-5 Zoning District, with an allowance for a FAR of 1.0 instead of 0.90.

³ Due to the layout of the streets, the block is shaped to the east by Main and Springfield merging as Main continued eastbound into Downtown.

Next Steps

If approved, the applicant can apply for the necessary permits to allow the development to be built per the approved plans.

Attachments

1. An Ordinance Approving a Preliminary and Final Plan for a Planned Unit Development at 413-419 W Main Street (Plan Case N. 2519-PUD-25)
2. Plan Commission Staff Report (May 7, 2026)

Originated by: Evan Alvarez, Principal Planner

Reviewed: Olivia Jovine, Director of Community Development Services

Approved: Darius White, City Administrator

**AN ORDINANCE APPROVING A PRELIMINARY & FINAL DEVELOPMENT
PLAN FOR A PLANNED UNIT DEVELOPMENT AT 413-419 W MAIN STREET
(Plan Case No. 2519-PUD-25)**

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, Andrew Fell, on behalf of DMCB Properties, LLC, has applied for a residential Planned Unit Development located on the lots currently occupied by 413-419 West Main Street in the R-2 (Single-Family Residential) Zoning Districts; and

WHEREAS, Section XIII-3 of the Urbana Zoning Ordinance requires the submission and approval of a preliminary and a final development plan for planned unit developments, and that all requested waivers from development standards be expressly written; and

WHEREAS, the applicant has submitted a final development plan; and

WHEREAS, after due publication, the Urbana Plan Commission held a public open house on the petition on April 30, 2026, and public hearing on such petition at 7:00 p.m. on May 7, 2026, in Plan Case No. 2519-PUD-25; and

WHEREAS, the Plan Commission voted with four (4) ayes and one (1) nay to forward the case to the Urbana City Council with a recommendation that City administration approve the preliminary and final Planned Unit Development; and

WHEREAS, the City Council finds that the requested final development plan is consistent with Section XIII-3 of the Urbana Zoning Ordinance, Planned Unit Developments, and with the definitions and goals of this Section of the Ordinance.

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

follows:

Section 1.

A final development plan for the PUD, as attached hereto in Ordinance Attachment A, is hereby approved with the following conditions and waivers:

1. That construction is in general conformance with the attached plans in Ordinance Attachment A.
2. That construction be built in general conformance with an R-5 Zoning District, with an allowance for a FAR of 1.0 instead of 0.90.

The subject property is more accurately described as follows:

Tract 1: The East 47 feet of the West 57 feet of Lot 2 of a Subdivision of Lot A of a Subdivision of the Southeast Quarter of the Southwest Quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, as per plat of subdivision recorded in Plat Book “A” at page 144, situated in the City of Urbana in Champaign County, Illinois. Easement for the benefit of Parcel I as created by Deed of Easement recorded November 24, 1986, as document 86R30396 for passageway over the West 3.3 feet of the following described property. Lot 2, except the East 50 feet thereof and except the West 57 feet thereof, of a Subdivision of Lot A of a Subdivision of a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, as per plat recorded in Plat Book “A” at page 144, situated in the City of Urbana, in Champaign County, Illinois.

PIN: 91-21-08-381-004

Commonly known as: 413 West Main St., Urbana, IL 61801.

Tract 2: The West 10 feet of Lot 2 and the East 35.75 feet of Lot 3 of a Subdivision of Lot “A” of a Subdivision of a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, in the City of Urbana, as shown by plat recorded in Plat Book “A”, page 144 of Champaign County, Illinois, situation in Champaign County, Illinois.

PIN: 91-21-08-381-003

Commonly known as: 415 West Main St., Urbana, IL 61801.

Tract 3: Beginning at a point on the south line of Lot 3 of a Subdivision of Lot A of a Subdivision of a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, 35.75 feet West of the Southeast Corner of Said Lot 3; Thence North 162.26 feet to the South line of Main Street at a point 36.48 feet West of the Northeast corner of Said Lot 3 measured on the South line of Main Street, Thence Northwesterly on the South line of Main Street, 46.85 feet; thence South 179.93 feet to the South line of Said Lot 3; thence East 43.60 feet to the point of beginning, being a part of Lot 3 of a Subdivision of Lot A of a Subdivision of a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, situated in the City of Urbana, in Champaign County, Illinois.

PIN: 91-21-08-381-002

Commonly known as: 417 West Main St., Urbana, IL 61801

Tract 4: Beginning at the Northwest corner of Lot 3 of a Subdivision of Lot "A" of a Subdivision of a portion of the Southeast Quarter of the Southwest Quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, as per Plat recorded April 12, 1889, in Plat Book "A", Page 143-144; thence South 207.24 feet to the Southwest corner of said Lot; thence East 64.86 feet; thence North 179.93 feet to the South line of Main Street, thence Northwesterly along the South line of said Main Street 72.45 feet to the place of the beginning, situated in Champaign County, Illinois.

PIN: 91-21-08-381-001

Commonly known as: 419 West Main St., Urbana, IL 61801.

Section 2.

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

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

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

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

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

DeShawn Williams, Mayor



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: The Plan Commission, City of Urbana

FROM: Olivia Jovine, Director & Zoning Administrator

DATE: May 1, 2026

SUBJECT: **Plan Case No. 2519-PUD-25:** An application by Andrew Fell, on behalf of DMCB Properties, LLC, for preliminary and final approval of a multi-family residential Planned Unit Development at 413-419 W. Main Street in the R-2, Single-Family Residential, Zoning District.

Introduction

Andrew Fell, on behalf of DMCB Properties, LLC, has submitted an application for preliminary and final approval of a residential Planned Unit Development at 413-419 West Main Street. The property is zoned R-2, Single-Family Residential. The developer intends to build a medium-density three-story building with a mezzanine bringing the structure to four-stories at the west-end of the building, with a total of 32 units. The proposed development is medium-density and designed in general conformance with an R-5 Zoning District.

Section XIII-3 of the Urbana Zoning Ordinance requires review and approval of both a Preliminary and a Final Planned Unit Development (PUD). This request is for preliminary and final approval, with one waiver requested. The Applicant is requesting a waiver to permit additional Floor Area Ratio (FAR). Specifically, the request seeks an increase of 0.10 FAR above the maximum 0.90 FAR permitted within the R-5 Zoning District.

Based on an analysis of the PUD criteria, staff recommends that the Plan Commission recommend APPROVAL of the preliminary and final PUD, and waiver, to the City Council.

Background

The proposed is a residential development encompassing four lots on 400-block of West Main Street in Urbana. It is approximately 0.58 of an acre (25,590 square feet). Three of the four parcels are owned by the developer, DMCB Properties (415-419 W Main Street); these parcels consist of one apartment building containing three to seven units, and two grassy vacant lots. The westernmost parcel is owned by Cmh Properties, LLC (413 W Main Street); and contains an apartment building with three to seven units.

On April 16, 2026, the Plan Commission unanimously approved the Creekway Permit for the proposed development, including a bonus provision for additional height not to exceed twelve (12) feet. The Applicant needed a Creekway Permit as much of the property lies within the Boneyard Creek corridor and nearly the entire site is in the 100-year floodplain. The bonus provisions outlined in “Special Procedures in the Boneyard Creek District” in Sec. XIII-4 of the Zoning Ordinance, are intended to reduce potential flooding impacts and to encourage the use of the creek as a community amenity. The approved Creekway Permit is conditioned on the Applicant providing a 20-foot dedication of land for the City of Urbana’s use, measured from the edge of the creekway, and contribution of a calculated fee

to an improvement fund which will be held by the City of Urbana for future improvements to the creekway.

Zoning, Land Use, and Place Type

The table below summarizes the zoning, land use, and place type for the site and surrounding properties. Exhibits A, B, and C further illustrate this information.

Location	Zoning	Existing Land Use	Place Types
Site	R-2 (Single-Family Residential)	Apartments, and Vacant Lot	N1
North	R-4 (Medium Density Multi-Family Residential); R-5 (Medium High Density Multiple-Family Residential)	Apartments	N1
South	B-2 (Neighborhood Business-Arterial)	Parking; Single Family; and Vacant Lot	Downtown; Corridor Neighborhood
East	R-2 (Single-Family Residential)	Owner Occupied Single Family	N1
West	R-2 (Single-Family Residential); and R-4 (Medium Density Multiple-Family Residential)	Apartments	N1

Proposed Development

The apartment building is proposed to be four stories tall with a total footprint of 10,450 feet, including the balconies (32 residences, with a total of 45 bedrooms). The preliminary plans indicate that the development consists of one- and two-bedroom units, with each bedroom having a dedicated bathroom. The proposed development will provide all required parking for both vehicles (27 spaces, including 2 accessible) and bicycles (8 loops).

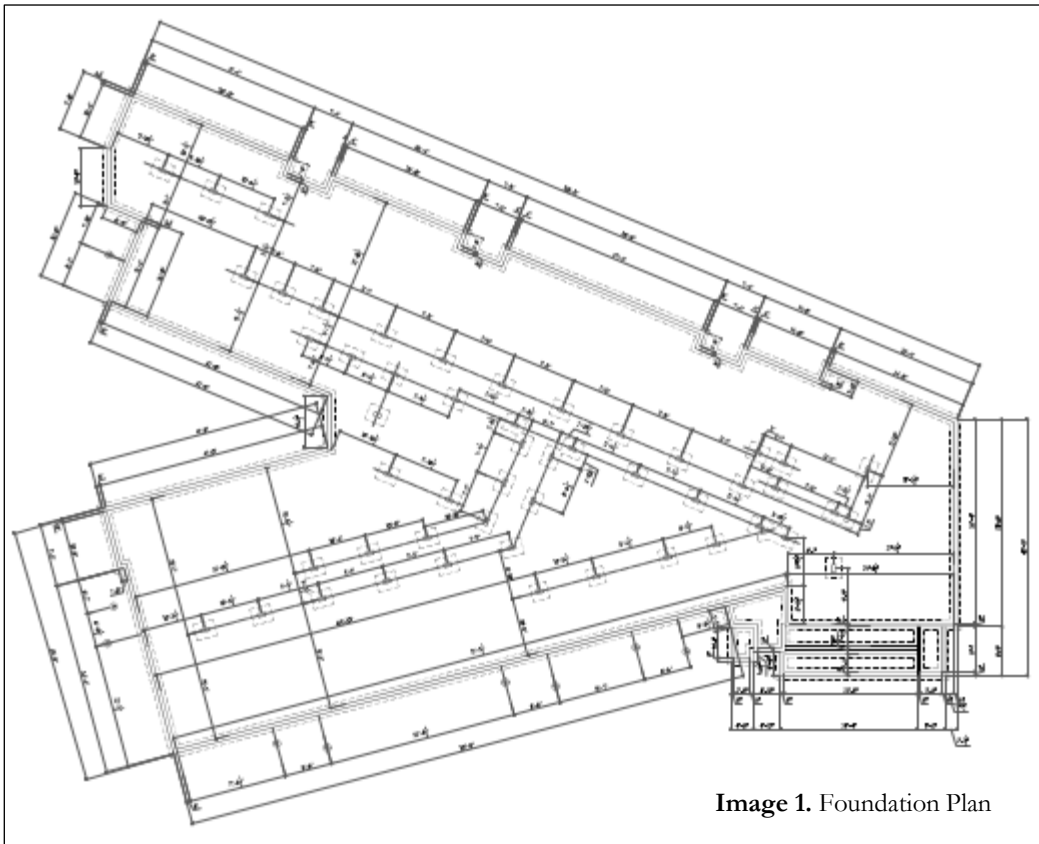
The site plan proposes two vehicular access points, one from North McCullough Street and one from West Main Street. This will require a new curb cut along West Main Street. The primary pedestrian entry will be located on North McCullough Street, where a system of sidewalks and steps will guide visitors to the building's main foyer.

The proposed design incorporates a mezzanine level, which affects both the building's height and total area. While the mezzanine does not count toward floor area or number of stories under the Building Code, the mezzanine is included in these calculations under the Zoning Ordinance. As a result, the project reflects a total of 32,273 square feet and is classified as a four-story structure for zoning purposes (three-story structure under the Building Code). The proposed mezzanine will bring value to the project, by contributing to a more dynamic interior environment, adding depth, openness, and design character. The mezzanine will also help to distribute natural light more effectively throughout the interior and will allow for several double-height units on the west-end of the building.

Furthermore, the applicant proposes enhanced landscaping that will conform with the requirements of the Boneyard Creek and blend with the surrounding character of the area. A landscape plan has not been provided; however, the Applicant has indicated the general location of trees on various application materials and has committed a high-standard for landscaping and to maintaining as many mature trees as is feasible on the site. Trees were intentionally left off renderings, to allow for full visibility of the proposed project. No detention basin is visible on the site plan, as the Applicant will provide an

alternative storm water management system as an alternative the applicant has submitted the Floodplain Study Report produced by Farnsworth Group.

In order for the development to be in compliance with the underlying requirements of the 100-year and 500-year floodplains, the proposed building would be built on a concrete pad and supported on “stilts” which would be enclosed by a permeable foundation wall designed in accordance with FEMA’s floodproofing guidance (see Image 1). The Applicant has stressed that the requirements for building within the floodplain introduce significant costs and complexity to the proposed development.



Discussion

The location of these lots is within the floodway; as a result, the building must be elevated above the average flood elevation and allow water to flow under the building, unimpeded, into storm management systems and eventually into the Boneyard Creek. The incremental cost of the construction to mitigate the floodway and floodplain issues results in an economically unviable project if required to be constructed “by right” under the existing R-2 zoning. The developer has the desire to align the cost with achievable economic returns and is thus seeking to increase the density of the development. The proposed building is designed to be in general conformance with R-5 zoning.

Imagine Urbana Comprehensive Plan

The Imagine Urbana Comprehensive Plan (“Imagine Urbana”) identifies the property as being in the Neighborhood I Place Type classification¹, which is described in part as:

“Mostly residential, primarily single houses. Some duplexes, smaller apartments,

¹ For a full description of the Neighborhood I Place Type, see Exhibit H.

townhomes, and accessory dwelling units (e.g. garage apartments, backyard cottages) may be interspersed...”

“Two- and three-story buildings on single lots are common. Main buildings typically have front yards and are set back a bit from the street. Smaller accessory buildings (sheds, garages, etc.) in rear and side yards are typical.”

The proposed PUD does not align well with the intent of the Neighborhood I Place Type; however, proposed development is compatible with the surrounding area, which is characterized by a mix of single-family and medium-density multi-family housing. The proposed development would offer a transition of scale at the edge of downtown from a fully commercial area to a fully residential area.

The proposed PUD is consistent with the following goals and strategies outlined in Imagine Urbana:

Big Move 4: Make Downtown the Economic Driver of the City; “Downtown Urbana serves as the heart of the community, offering spaces for social, cultural, and economic activities. To enhance its role as the economic center of the city, it is essential to promote diverse housing options...”

Big Move 6: Make Walkability a Priority; “Walking² is the most equitable form of transportation. Designing an equitable city and putting people first means that walking must be at the forefront of how things are built.”

Big Move 7: Promote Incremental Development; “Incremental development contributes to community growth and sustainability by allowing for gradual, adaptive improvements that meet the needs and preferences of residents. Currently, City regulations often make it easier, or even a requirement, to develop land in ways that run counter to building a strong community.”

Little Move 1.8: Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood.

Little Move 8.3: Prioritize development in areas already served by services and infrastructure.

The proposed development would promote an activated downtown by providing apartments within walking distance of Urbana’s downtown amenities and businesses, Lincoln Square Mall, and other key places of business and employment such as the County Court House and Bennett Administrative Center. The proposed units would help attract professionals or graduate students to the downtown area. The introduction of more, high quality units, would increase pedestrian foot traffic and the flow of economic activity to downtown businesses—in keeping with the Imagine Urbana’s vision for a commercial and entertainment district for downtown Urbana.

Although there is a departure from the Imagine Urbana Neighborhood 1 Place Type, the proposed development would add 32 units to Urbana’s housing stock, and at a scale that is appropriate to the surrounding neighborhood. It would also redevelop an area already served by services and infrastructure.

PUD Ordinance Goals

Every proposed Planned Unit Development must be reviewed for consistency with nine general goals outlined in Sec. XIII-3.C of the Zoning Ordinance.

² “Walking” includes people in wheelchairs and with other mobility impairments.

Note: Imagine Urbana has replaced the concepts of “Goals”, “Objectives”, and “Future Land Use” with “Big Moves”, “Little Moves”, and “Place Types”, though the replacement is not necessarily one-to-one. For example, “Place Types” include descriptions of land use, but also include text regarding building form, streets and connectivity, and open space. Until the Zoning Ordinance is updated to reflect Imagine Urbana, the PUD criteria will be evaluated by substituting the new terminology for the old.

The following discussion outlines how the proposed development demonstrates, or does not demonstrate, consistency with the applicable goals and policies per Sec. XIII-3.C:

1. *To encourage high quality non-traditional, mixed-use, and/or conservation development in areas identified in the Comprehensive Plan;*

This goal does not appear to be applicable anymore with the adoption of Imagine Urbana. Outside of some Place Types including text regarding a mix of uses, Imagine Urbana does not use these terms to identify specific areas of Urbana.

2. *To promote infill development in a manner consistent with the surrounding area;*

The proposal is infill development to be built at an R-5 density level. Although the property is zoned R-2, the uses surrounding the 400 block of West Main Street include several higher-intensity zoning districts that allow more intensive residential development including R-4 and R-5 zoning; and B-2 and B-4 zoning. Although the proposed 32-unit multifamily development is not in line with the spirit of the underlying zone, in reality it would be compatible with the character of the built environment defining this downtown-adjacent neighborhood. The proposed PUD is generally consistent with this goal.

3. *To promote flexibility in subdivision and development design where necessary;*

The proposed PUD includes a waiver to allow for slightly more residential FAR (.10) than would be allowed in an R-5 Zoning District. Approving additional density would allow a relatively modest amount of additional mass to be built on the site, the project would aggregate four properties together in order to make the project economically viable. The proposed PUD is generally consistent with this goal.

4. *To provide public amenities not typically promoted by the Zoning Ordinance;*

The proposed development does not provide any public amenities beyond the proposal for future access along Boneyard Creek—which is a stipulation of the Creekway Permit. The Applicant has dedicated a 20-foot parcel of land adjacent to the creek’s edge, which will be formally dedicated to the City of Urbana for future development of a shared-use path along the creek’s edge.

Because the Boneyard Creek dedication is already encouraged and supported within the Zoning Ordinance, the proposed PUD is not considered to provide amenities beyond what is otherwise required. As a result, the proposed PUD is not consistent with this goal.

5. *To promote development that is significantly responsive to the goals, objectives, and future land uses of the Urbana Comprehensive Plan;*

The project is responsive to the Big Moves and Little Moves; however, it does not align with the Neighborhood I Place Type designation in Imagine Urbana. Furthermore, the proposed PUD is compatible with the existing built environment in the surrounding area and appropriately

responds to the higher-density zoning districts that border the site. The proposed project is generally consistent with this goal.

6. *To provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood in accordance with the Urbana Comprehensive Plan;*

As proposed, the PUD would not provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood. The site is relatively small, so it isn't possible to provide much internal street connectivity beyond what is proposed; the development includes an enhanced entrance along North McCullough Street that would draw pedestrians and visitors onto the property in a welcoming way. As proposed, there are two vehicular connections to North McCullough Street and W Main Street, which would introduce an additional curb cut along W Main Street.

With respect to future pedestrian connectivity, there is an opportunity to enhance the creekway dedication and establish a continuous connection from this segment of West Main Street to the Boneyard Creek Crossing through a series of coordinated parklets and adjacent properties. This site represents one of several key parcels needed to unlock the potential for a shared-use path along the creek in downtown Urbana, effectively creating a "green ribbon" through the urban core. Such improvements would strengthen pedestrian and bicycle access to a unique recreation opportunity by further daylighting and activating the Boneyard Creek corridor. Staff would like to see the 20-foot dedication activated. If that were done, then the development would help further meet this goal. The PUD is generally consistent with this goal.

7. *To coordinate architectural styles, building forms, and building relationships within the development and the surrounding neighborhood;*

The Applicant submit a detailed site plan and conceptual architectural plans, from the materials submitted it was determined that the building relationship within the surrounding neighborhood would work well. The building form is architecturally similar to the three-story brick and wood-clad, multifamily "Element on Main" apartment building that is directly adjacent to the property, across West Main Street. The relationship between the building and the property is similarly coordinated, with deeper 10-foot setbacks from North McCullough Street, which create an expansive welcoming front yard; and setbacks of over 3-feet from the existing sidewalk along West Main Street, which will provide a grassy welcoming shoulder. The proposed PUD is generally consistent with this goal.

8. *To encourage the inclusion of a variety of public and private open space, recreational facilities, greenways and trails not typically promoted by the Zoning Ordinance;*

As noted in the discussion for Goal 6, the proposed PUD does not currently include any enhancements to the Boneyard Creek corridor, though the site presents a meaningful opportunity for such improvements via the 20-foot dedication. Enhancing the creekway would strengthen pedestrian and bicycle access to a unique recreational amenity by further daylighting and activating the Boneyard Creek. Staff would prefer to see the full 20-foot dedication improved and activated; if that were incorporated, the development would more fully advance this goal. In its current form, however, the PUD is not consistent with this goal.

9. *To conserve, to the greatest extent possible, unique natural and cultural features, environmentally sensitive areas, or historic resources, and to utilize such features in a harmonious fashion.*

The conservation of the Boneyard Creek focuses on protecting this environmentally sensitive corridor and maintaining necessary stormwater management infrastructure to prevent worsening flooding conditions in the 100-year and 500-year floodplains. While ensuring that future development occurs in a manner that supports existing infrastructure, while bringing recreational value to the surrounding neighborhood via a future shared use path. Thoughtful stewardship of the creek corridor supports long-term environmental health while contributing to a cohesive and harmonious urban fabric. The Applicant and developer have made every effort to design a building that is responsive to the flood needs of this site and have commissioned a hydraulic modeling report from Farnsworth Group for the proposed development, the report was completed in January of 2026.

The first floor will be at least one foot above the 100-year water surface elevation, and the building will be properly floodproofed according to FEMA’s floodproofing guidance. The stairways, ramps, and sidewalks will be elevated above the existing grade; therefore, in the hydraulic modeling report for the proposed development, these elements were included as part of the building obstruction. The parking lot will be constructed at grade, so no additional fill will be added to the floodplain.

The proposed project is generally consistent with this goal.

Applicability

Section XIII-3 of the Urbana Zoning Ordinance outlines requirements for a PUD. The purpose of a PUD is “to encourage development that goes beyond the minimum zoning and development standard in terms of design, public amenities, innovative ‘green’ construction and implementation of the Comprehensive Plan and other official development plans and policies. In exchange for public amenities, developers are granted flexibility in applying the typical zoning and development regulations.”

Planned Unit Developments can be residential, commercial, mixed-use, or industrial. The proposed development is a residential PUD. To be considered for a PUD, the proposed development must have a gross site area of at least a half-acre and meet one of the four criteria outlined in Sec. XIII-3.D of the Zoning Ordinance. The proposed development is on a lot that is 0.58 of an acre and therefore meets the lot size requirement. The proposed PUD meets two of the four criteria per Sec. XIII-3.D, which are listed below as defined by the Urbana Zoning Ordinance:

Infill. Redevelop properties within the urban area that are vacant or underutilized due to obstacles such as lot layout, utility configuration, and road access.

Unique Development. Development that significantly responds to the goals and objectives of the Comprehensive Plan and other relevant plans and policies and/or addresses unique features of the site.

Waivers

Planned Unit Developments offer developers flexibility in applying zoning and development regulations. In this case, the applicant has applied for one waiver, to increase the allowable FAR on the site.

Additional FAR

The proposed building is designed to be in general conformance with the R-5 Zoning District and the Applicant received the Creekway Bonus provision of 12 additional feet of height for development of the proposed project. As a result, the only aspect of the development that does not conform to an R-5 Zoning

District is the Floor Area Ratio (FAR) which would result in a value of 1.00 (versus the maximum of .90 per the Zoning Ordinance)³.

Summary of Findings

1. The proposed development is generally consistent with six (6) of the nine (9) goals for a PUD as listed in Section XIII-3.C of the Urbana Zoning Ordinance.
2. The proposed development qualifies for PUD approval per Section XIII-3 of the Urbana Zoning Ordinance because it exceeds one-half acre and meets two of the four criteria outlined in Section XIII-3.D (Infill Development, Unique Development).
3. The proposed development is generally consistent with many of the Big Moves and Little Moves as described in the Imagine Urbana Comprehensive Plan.
4. The proposal includes one waiver to slightly increase FAR by 0.10, which, if granted, would allow more housing to be built on the site, and make the development more economically viable given the design constraints and site limitations associated with development in the floodplain.

Options

The Plan Commission has the following options for recommendations to the City Council regarding Plan Case 2510-PUD-25:

1. Recommend approval of the Preliminary Development Plan as attached; or
2. Recommend approval of the Preliminary Development Plan as attached, including any conditions; or
3. Recommend denial of the Preliminary Development Plan as attached.

Recommendation

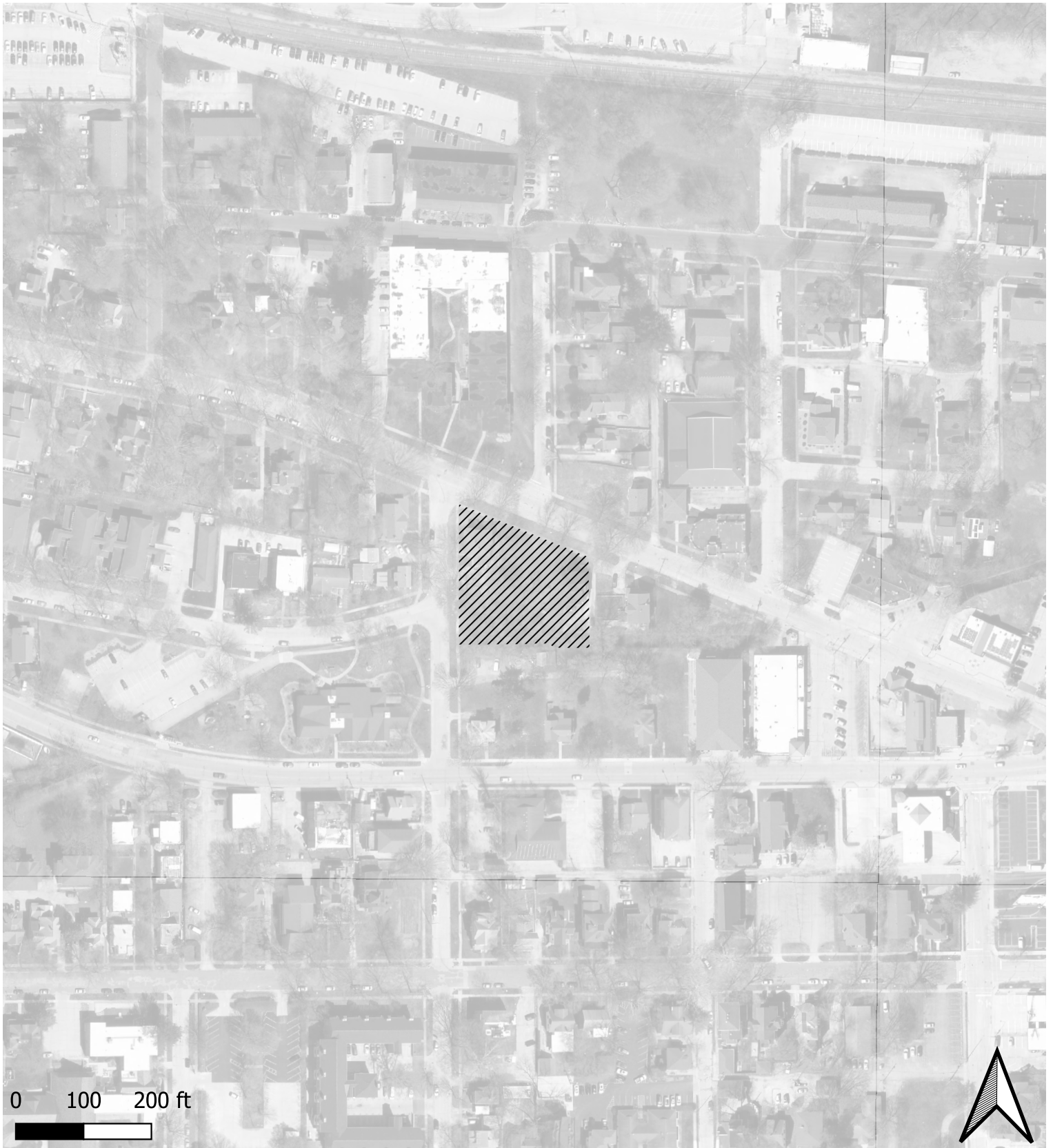
Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommends the Plan Commission forward Plan Case Nos. 2519-PUD-25 to the City Council with a recommendation for APPROVAL with the following condition:

1. That the final development plans be in general conformance with the attached Site Plan.
2. That the final development plans be built in general conformance with an R-5 Zoning District, with an allowance for a FAR of 1.0 instead of 0.90.

³ For calculations, please refer to Exhibit E: "Preliminary & Final PUD Application"

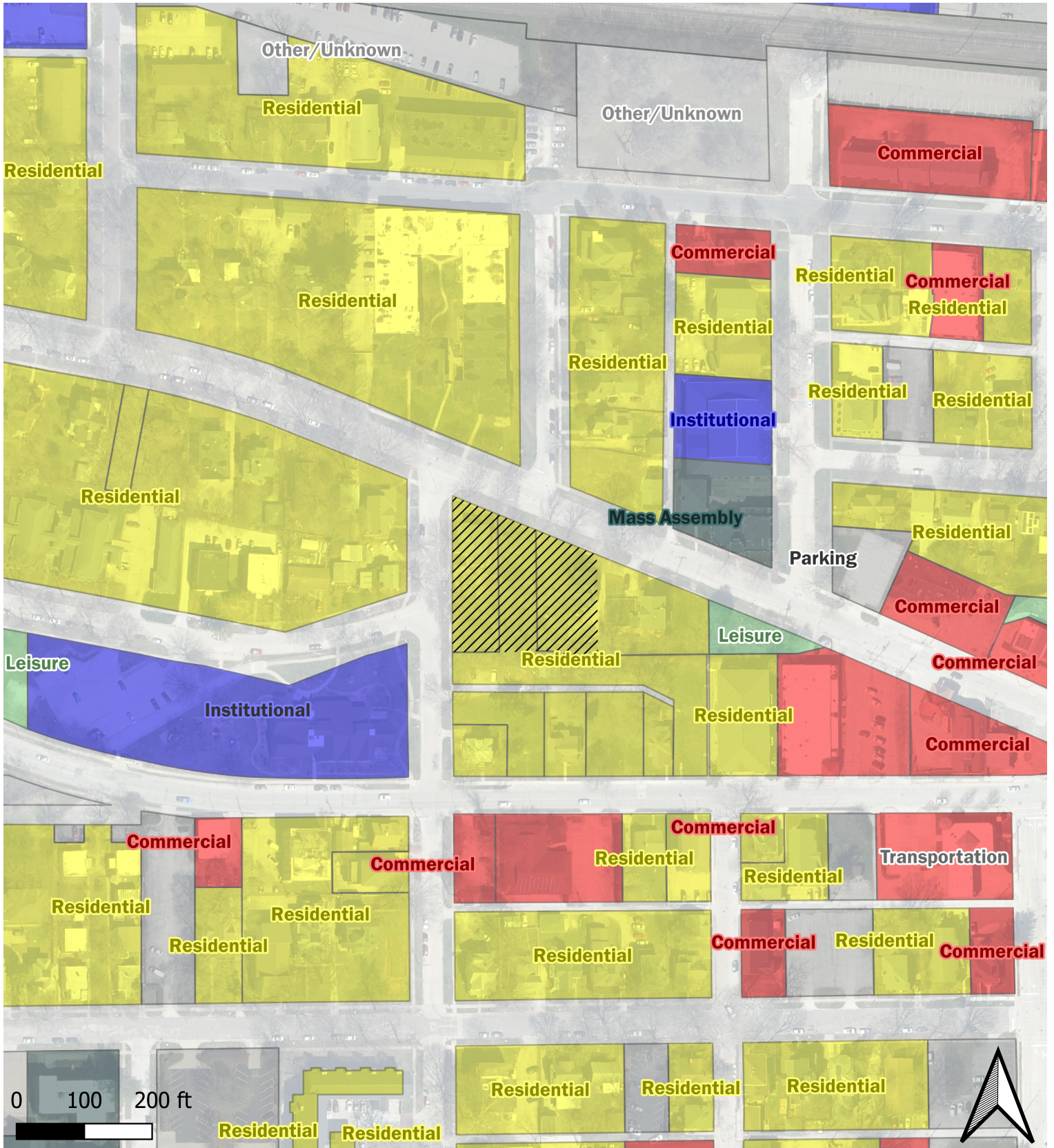
Attachments: Exhibit A: Location
Exhibit B: Existing Land Use Map
Exhibit C: Existing Zoning Map
Exhibit D: Place Types Map
Exhibit E: Preliminary & Final PUD Application
Exhibit F: Site Plan
Exhibit G: Photos
Exhibit H: Neighborhood I Place Type Description
Exhibit I: Zoning District Description Sheets R-2, R-4, R-5, & B-2

cc: Andrew Fell (Applicant)



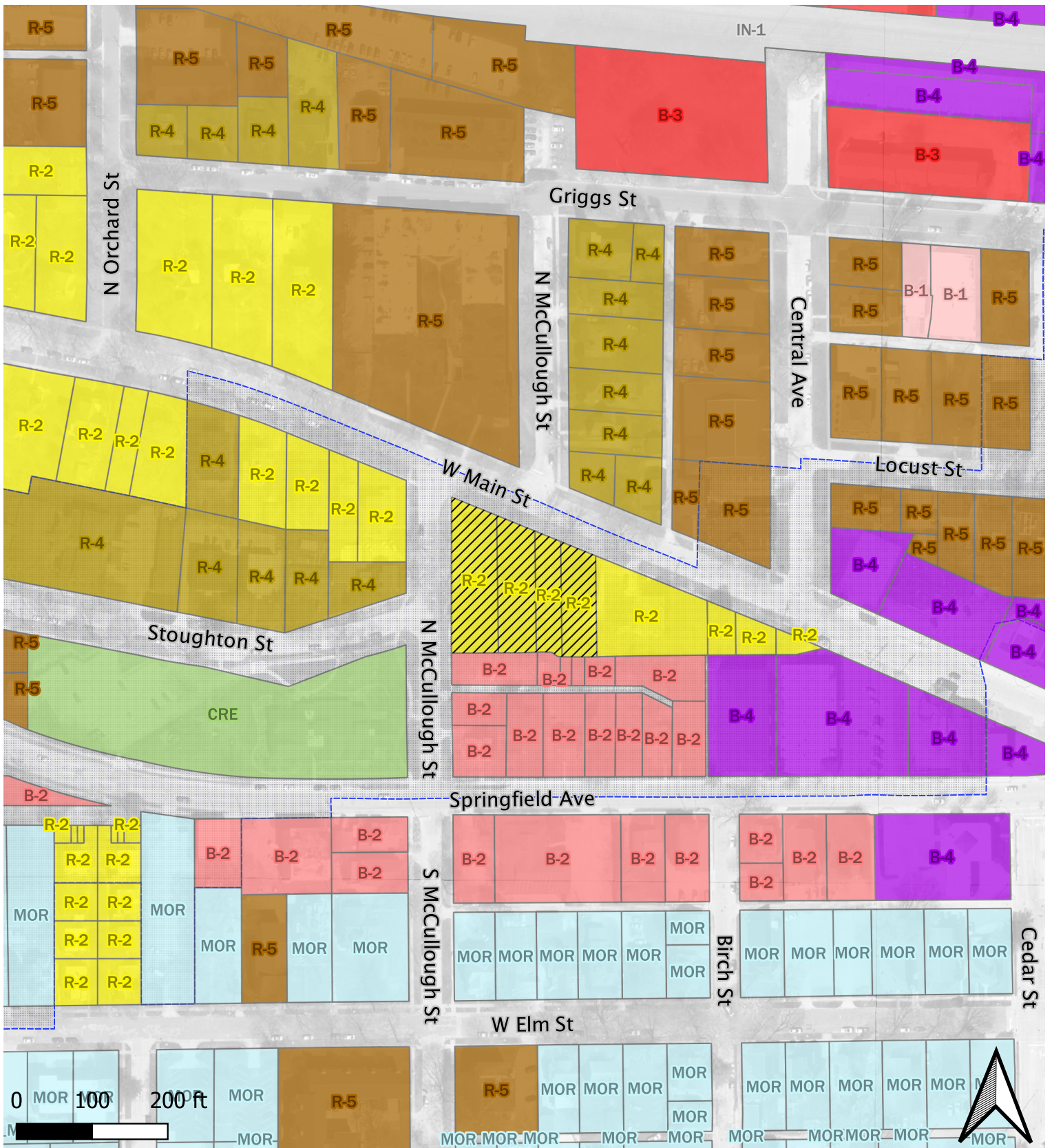
Case: CW-2026-01
Subject: Bonneyard Creekway Permit
Location: 413, 415, 417, 419 West Main Street
Applicant: Andrew Fell

 Subject Property



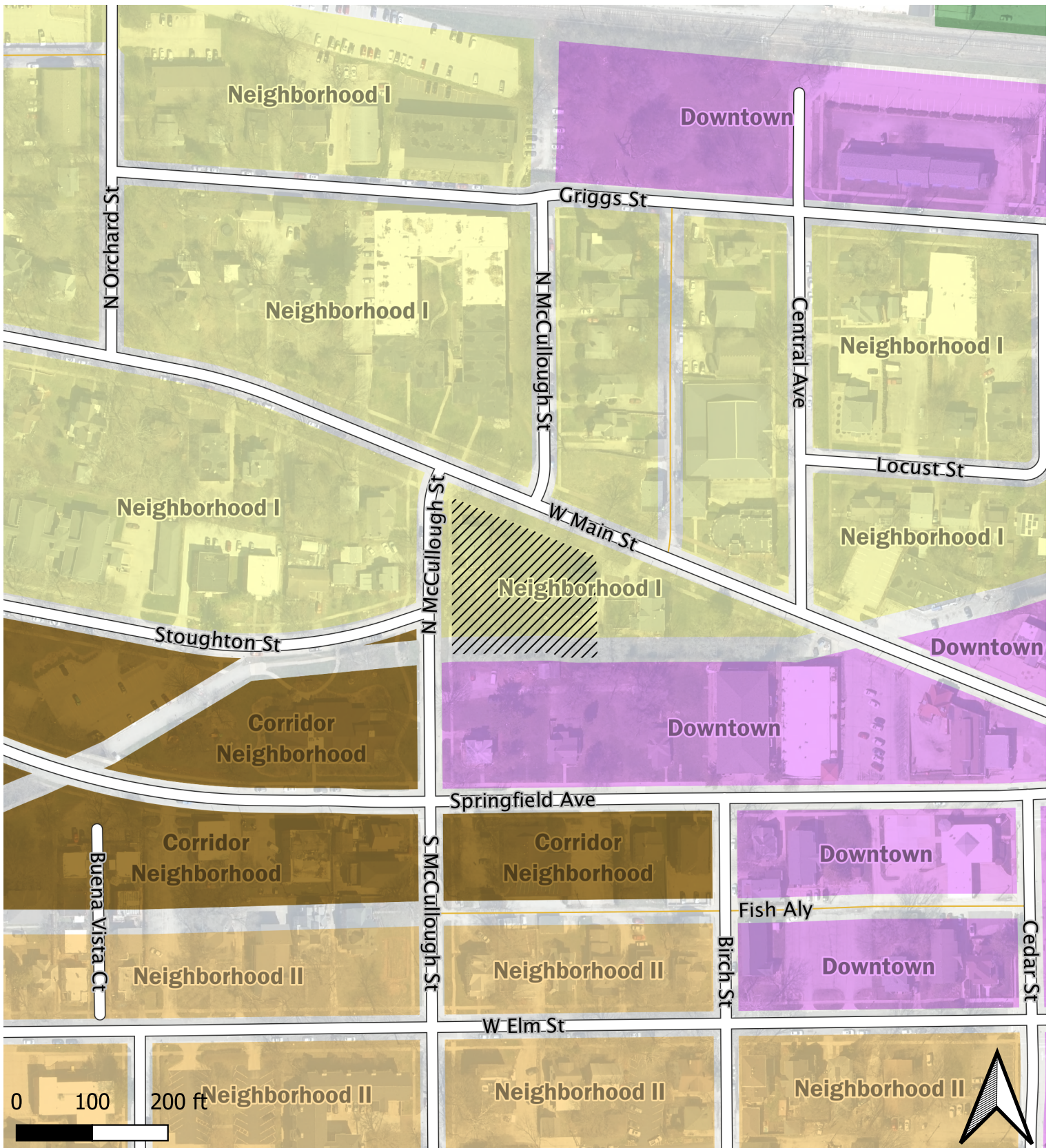
Case: CW-2026-01
 Subject: Bonneyard Creekway Permit
 Location: 413, 415, 417, 419 West Main Street
 Applicant: Andrew Fell

- | | | | | | |
|---|------------------|---|---------------|---|---------------|
|  | Subject Property |  | Commercial |  | Mass assembly |
|  | Residential |  | Institutional |  | Leisure |
|  | Parking | | | | |



Case: CW-2026-01
 Subject: Bonneyard Creekway Permit
 Location: 413, 415, 417, 419 West Main Street
 Applicant: Andrew Fell

- Subject Property
- B-3
- R-2
- B-1
- B-4
- CRE
- MOR
- R-3
- R-4
- R-5
- B-2

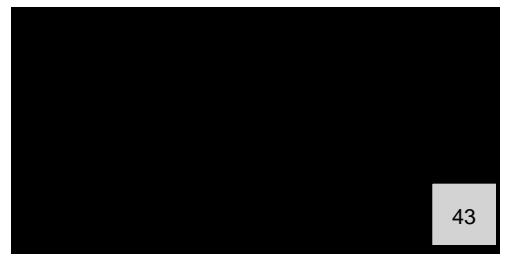
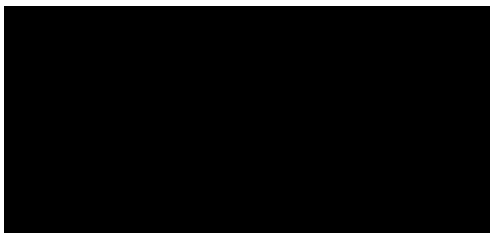


Case: CW-2026-01
 Subject: Bonneyard Creekway Permit
 Location: 413, 415, 417, 419 West Main Street
 Applicant: Andrew Fell

//// Subject Property [1]

PRELIMINARY AND FINAL PUD APPLICATION

413-419 WEST MAIN ST
URBANA, IL 61801



PRELIMINARY AND FINAL PUD APPLICATION

413-419 WEST MAIN STREET

URBANA, ILLINOIS

PROJECT DESCRIPTION

The project under consideration is a residential development encompassing four lots on West Main Street in Urbana, submitted under a single PUD Application, combining the Preliminary and Final Applications.

The main difficulty above other properties, and the primary cause for a PUD, in developing these lots is the existence of the Floodway and Flood Plain. Because of this, the building must be elevated above the average floor elevation and allow water to pass below – unimpeded - to the Boneyard. This imposes a great economic factor on the construction. This condition is the primary reason for organizing this project under a Planned Unit Development. The incremental cost of the construction to mitigate the Floodway and Floodplain issues results in an economically unviable project if required to be constructed ‘by right’ under the general Zoning Ordinance criteria. The method to align the cost with achievable economic expectations is to increase the density to a scale that makes the building ‘work’. It is a delicate balance to adjust the minimum occupant density in conjunction with an escalating construction cost and neighborhood compatibility.

The Scheme presented is our best evaluation for the balance of a project that is minimally economically workable, and socially responsible. A development of smaller scale most likely is not a self sufficient enterprise, while a development of larger scale risks overwhelming the neighborhood. The intent of the design is to provide a building that can be economically viable in the face of escalated construction costs. These are not the costs associated with a ‘typical’ building, but the additional costs of raising the building up several feet, compensating for life cycle and increased operating and maintenance expenses, issues resulting in a variable parking condition (because of the potential water issues), and dedicating a significant amount of site area to the Boneyard district.

In order to help minimize any seeming inconformity, the building is laid out to be in general conformance with the R-5 Zoning District – to the greatest extent possible. While the project is being submitted for PUD consideration, it is more easily compared to other developments thru a Site Statistic comparison. That comparison follows later in this Submission. The Only aspect of this development that does not conform to the R-5 Zoning

District criteria (after implementation of Creekway Bonus Provisions) is the Floor Area Ratio (F.A.R.). The R-5 maximum is .90 and our calculation results in a value of 1.00.

The New Comprehensive Plan for the City has this area at the juncture of N1 (Neighborhood1), D (Downtown) and CN (Corridor Neighborhood). The Site is currently all Zoned R-2. Zoning District B-2 exists to the south, B4 exists to the south-east, R-4 and R-5 exist to the north, and R-2, R-4, and CRE exist to the west. Obviously, this area is a mix of Zoning Districts, available densities and scale. It seems moving to a more dense R-5 Zoning District on these specific parcels can actually offer a better transition between the potential scale of development as it transitions away from the downtown core.

Overall – this does seem to be the Highest and Best Use of the Site – as it aligns with the Comprehensive Plan and provides an appropriate incremental level of scale and density near the downtown core area.

The resulting development, as shown, contains 32 units, with a total of 45 bedrooms.

In the accompanying material, we have intentionally left all new landscaping off of the exhibits. This was done to enhance the clarity of the documents and not have additional, potentially confusing information clouding the design or objectives of the PUD. The intent is to exceed the Zoning criteria for Landscaping in an R-5 district

Please note that great consideration was given to the idea of rezoning the existing parcels to R-5 Zoning and try to ‘build by right’ under those provisions. This was dismissed mainly for two reasons.

- 1) We feel it is more of the public’s interest to see what is actually intended to be constructed, and not be left to wonder what sort of thing was going to go there.
- 2) Given the additional economic factors, a little bit more floor area than is allowable under R-5 is needed to make the economic model work.

The Creekway Provisions would gain us the necessary height needed, but there is no other method to increase the floor area.



Application for a Planned Unit Development - Final

PLAN COMMISSION

APPROVAL STEPS FOR A FINAL DEVELOPMENT PLAN

STEP 1 Submit Completed Final Development Plan Application, Final Development Plan, and Fee

If a preliminary development plan has been approved for the PUD within the last twelve months, submit a completed application form to the Secretary of the Plan Commission together with five copies of a final development plan, and a \$250.00 application fee. (See application form for materials that must be included with the final development plan.)

STEP 2 Plan Commission Review

The Plan Commission will hold a public hearing to consider the final development plan application and supporting information. The Commission shall determine whether the reasons set forth in the application, and the evidence provided during the public hearing, justify approval of the final development plan based upon the criteria specified in Section XIII-3.K of the Urbana Zoning Ordinance. The Commission shall make a recommendation to the City Council for or against the final development plan, and may also recommend such additional conditions as are deemed necessary.

STEP 3 City Council Review

The City Council shall consider the recommendation of the Plan Commission. The Council may impose any conditions or requirements, including but not limited to those recommended by the Plan Commission, which it deems appropriate or necessary in order to accomplish the purpose of the Zoning Ordinance.

*Approval of the final development plan is valid for a period of **two years** from the date of City Council approval. If construction has not begun or an approved use has not been established within this timeframe, the approval of the final development plan shall lapse and be considered void and no longer in effect.*

STEP 4 Recording of the Final Planned Unit Development Plan

The final development plan for the PUD, as approved by the City Council, will be recorded within six months following passage of the ordinance approving said plan.

STEP 5 Issuance of a Planned Unit Development Permit

Once expressly authorized by the City Council, the Zoning Administrator will issue a Planned Unit Development Permit in accordance with the approved plan. No building permit or Certificate of Occupancy (if no building permit is required) shall be issued before issuance the Planned Unit Development Permit.

Current Land Use (*vacant, residence, grocery, factory, etc*): **Multi-Family/Vacant**

Proposed Land Use: **Multi-Family**

Present Comprehensive Plan Designation: **N1**

How does this request conform to the Comprehensive Plan? **Mixed Use - Aligns with Scaled Density Objectives.**

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

See Attached

4. CONSULTANT INFORMATION

Name of Architect(s): [REDACTED] **Phone:** [REDACTED]

Address (street/city/state/zip code): [REDACTED]

Email Address: [REDACTED]

Name of Engineers(s): [REDACTED] **Phone:** [REDACTED]

Address (street/city/state/zip code): [REDACTED]

Email Address: [REDACTED]

Name of Surveyor(s): **Phone:**

Address (street/city/state/zip code):

Email Address:

Name of Professional Site Planner(s): [REDACTED] **Phone:** [REDACTED]

Address (street/city/state/zip code): [REDACTED]

Email Address: [REDACTED]

Name of Attorney(s): **Phone:**

Address (street/city/state/zip code):

Email Address:

5. PLANNED UNIT DEVELOPMENT REQUIREMENTS

Has a preliminary development plan for the proposed PUD been approved within the last twelve months? Yes No

Date City Council Approval: **Ordinance No.:**

Does the Final Development Plan substantially conform to the approved Preliminary Development Plan? In what ways does it differ? (*Attach additional sheets if necessary*)

Preliminary and Final PUD Applications being submitted simultaneously.

Does the proposed development plan involve a zoning map amendment? Yes No
If yes, please describe:

Does the proposed development plan involve a subdivision plat? Yes No

Section XIII-3 of the Urbana Zoning Ordinance allows for the following standards to be varied from, if justified by the circumstances particular to the site or the project and approved by the City Council: lot width, building height, floor area ratio, setbacks, off-street parking and loading, landscaping and screening, and fences.

Briefly describe any/all waivers that are anticipated as part of the development plan including justification for the waivers. Please note for each waiver whether approval was secured at the preliminary development plan approval stage or approval is requested now at the final development plan approval stage. (Attach additional sheets if necessary)

A. **See Attached**

B.

C.

D.

6. CRITERIA FOR APPROVAL

Explain how the proposed development is conducive to the public convenience at the proposed location.

See Attached

Explain how the proposed development is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the surrounding areas, or otherwise injurious or detrimental to the public welfare.

See Attached

Explain how the proposed development is consistent with the goals, objectives, and future land uses of the Urbana Comprehensive Plan and other relevant plans and polices.

See Attached

Explain how the proposed development is consistent with the purpose and goals of the Section XIII-3, Planned Unit Developments of the Zoning Ordinance.

See attached

Table XIII-2 of the Urbana Zoning Ordinance outlines recommended design features for PUD's. Please identify which design features are incorporated into the proposed PUD and explain how the proposed development is responsive to the relevant recommended design features. *(Attach additional sheets if necessary)*

A. **See attached**

B.

C.

D.

E.

F.

G.

7. FINAL DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS

A final development plan must be submitted with this application and shall minimally contain the following materials: *(Blanks are provided to help in determining whether submission is complete)*

A general location map at a suitable scale which shows the location of the property within the community and adjacent parcels.

A specific site plan with the following information:

The location of proposed structures and existing structures that will remain, with height and gross floor area notes for each structure.

- The circulation system indicating pedestrian, bicycle, and motor vehicle movement systems, including existing and proposed public right-of-way; transit stops; easements and other reservations of land; the location of existing and proposed curb cuts, off-street parking and loading spaces, including service drives; sidewalks and other walkways.
- A landscape plan indicating the general location of trees, shrubs, and ground cover (proposed or existing).
- The location of any proposed open space.
- A preliminary stormwater plan indicating the general location of impervious surfaces, detention/retention basins, and the basic storm sewer layout.
- A preliminary utilities plan indicating the general location of sanitary sewers, electricity, gas, telecommunications, and similar services.
- The location of street and pedestrian lighting, including lamp intensity and height.
- Conceptual elevations of all proposed commercial buildings and conceptual typical elevations of residential buildings. Scaled elevations shall identify building materials, the location, height, and materials for screening walls and fences, storage areas for trash and rooftop equipment.
- Design, location, display area, and height of any proposed signage subject to the regulations of the Urbana Zoning Ordinance.
- A development program that provides general information about the development, including desired residential and commercial tenants, housing price targets, estimated construction costs, and any other information that conveys that purpose and intent of the development.
- A development schedule indicating:
 - The approximate date when construction of the project will begin.
 - The phases in which the project will be built, if applicable, and the approximate date when construction of each phase will begin.
 - The approximate dates when the development of each of the stages will be completed.
- Any other information deemed necessary by the Secretary of the Plan Commission.

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.



Applicant's Signature

December 22, 2025

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

**PRELIMINARY AND FINAL PUD APPLICATION
413-419 WEST MAIN STREET
URBANA, ILLINOIS 61801**

PROPERTY PIN NUMBERS AND LOT SIZE

ADDRESS	PIN	LOT DIMENSIONS	LOT AREA
413 West Main Street:	91-21-08-381-004	IRREGULAR~ 50' X 130'	6,580 S.F.
415 West Main Street:	91-21-08-381-003	IRREGULAR~40' X 145'	5,255 S.F.
417 West Main Street:	91-21-08-381-002	IRREGULAR~ 44' X 185'	8,575 S.F.
419 West Main Street:	91-21-08-381-001	IRREGULAR~64' X 195'	11,790 S.F.

Note that lots are irregular shape and dimensions rounded, but square footages accurate.

Reference graphic Site Plan for additional information.

**PRELIMINARY AND FINAL PUD APPLICATION
413-419 WEST MAIN STREET
URBANA, ILLINOIS 61801**

LEGAL DESCRIPTIONS

419 W Main St:

Beginning at the Northwest Corner of Lot 3 of a Subdivision of Lot "A" of a Subdivision of a portion of the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, in the City of Urbana, as per Plat recorded in Plat Book "A at Page 144, Thence South 207.24 feet to the Southwest corner of said Lot, Thence East 64.86 feet, Thence North 179.93 feet to the South Line of Main Street 72.45 feet to the place of beginning, in Champaign County, Illinois.

PIN: 91-21-08-381-001

417 W Main Street:

Parcel ID(s): 91-21-08-381-002

PARCEL 1:

BEGINNING AT A POINT ON THE SOUTH LINE OF LOT 3 OF A SUBDIVISION OF LOT A OF A SUBDIVISION OF A PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER

OF SECTION 8, TOWNSHIP 19 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERRIDIAN.

35.75 FEET WEST OF THE SOUTHEAST CORNER OF SAID LOT 3; THENCE NORTH 162.26 FEET

TO THE SOUTH LINE OF MAIN STREET AT A POINT 36.48 FEET WEST OF THE NORTHEAST CORNER O F SAID L O T 3 MEASURED O N T H E SOUTH LINE O F MAIN STREET, THENCE NORTHWESTERLY ON THE SOUTH LINE OF MAIN STREET, 46.85 FEET; THENCE SOUTH 179.93

FEET TO THE SOUTH LINE OF SAID LOT 3; THENCE EAST 43.60 FEET TO THE POINT OF BEGINNING, BEING A PART OF LOT 3 OF A SUBDIVISION OF LOT A OF A SUBDIVISION OF A

PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER O F SECTION 8, TOWNSHIP 19 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN

THE CITY OF URBANA, IN CHAMPAIGN COUNTY, ILLINOIS.

415 W Main Street:

For APN/Parcel ID(s): 91-21-08-381-003

PARCEL 2:

THE WEST 10 FEET OF LOT 2 AND THE EAST 35.75 FEET OF LOT 3 OF A SUBDIVISION OF LOT

"A" OF A SUBDIVISION OF A PORTION OF THE SOUTH EAST 1/4 OF THE SOUTH WEST 1/4 OF

SECTION 8, TOWNSHIP 19 NORTH RANGE 9 EAST OF THE THIRD PRINCIAL MERIDIAN, IN THE

CITY OF URBANA, AS SHOWN BY PLAT RECORDED IN PLAT BOOK "A", PAGE 144 OF

**PRELIMINARY AND FINAL PUD APPLICATION
413-419 WEST MAIN STREET
URBANA, ILLINOIS 61801**

REQUESTED WAIVERS.

The Single Waiver requested for the project is limited to devoting slightly more space to leasable area than what is typically allowable. This is due to the escalated costs of this specific project. It is also slightly difficult to quantify the Waiver as we are not aligning with one Zoning District, so the Waiver is compared to the allowable condition in an R-5 District. If this project were located in an R-5 Zoning District the ONLY waiver requested is for an increase in F.A.R. by roughly ten percent. No other Waivers are required.

1) F.A.R.

The F.A.R. allowable in an R-5 Zoning District is .90

As demonstrated previously in this Application, the F.A.R. as designed equals 1.00.

PARKING (No Waiver Requested)

Parking calculation is included previously in this Application.

Number of required spaces equals 27 and 27 are provided. The number of spaces is correct, but we are showing more compact spaces than we wish to. When the site is surveyed, we can adjust this as necessary and hopefully include only full spaces

In order to augment the automobile parking situation, additional bicycle (scooter) parking is provided at double the required rate, with capacity for 32 bicycles.

BONEYARD CREEKWAY DEDICATION (Bonus Provision Utilized)

As part of the Application Process and the Creekway Permit process, lot area conforming with the Creekway Provisions will be dedicated to the City of Urbana. This allows for Bonus Provisions to be incorporated. The only Bonus Provision intended to be utilized is the additional story and 12 feet of additional height allowed.

An additional Bonus Provision to reduce or even eliminate setbacks is not being utilized. The intent is to conform to the setback requirements of R-5 Zoning.

**PRELIMINARY AND FINAL PUD APPLICATION
413-419 WEST MAIN STREET
URBANA, ILLINOIS 61801**

CRITERIA FOR APPROVAL – APPLICATION ITEM 6.

Explain how the proposed development is conducive to the public convenience at the proposed location.

Introducing additional housing stock to the downtown fringe is one goal of the City to maintaining the vitality of downtown. The project is slightly off, but adjacent to City Collector Street, Public Transportation and other City Services, so the impact on any current residents will be minimal. The precise location offers many convenient core services to residents and nearby are many other locations of entertainment and interest.

Explain how the proposed development is designed, located and proposed to be operated so that it will not be unreasonably injurious or detrimental to the surrounding areas, or otherwise injurious or detrimental to the public welfare.

The development is generally designed to conform to the City's R-5 Zoning District which is the appropriate Zoning Designation for this property. It offers a transition of scale at the edge of Downtown to transition from a fully commercial area to a fully residential area.

The surrounding area is primarily multi-family, with the Boneyard Creek offering a barrier to the south, so the Use is already in place adjacent to the site, and does not introduce any new type of housing or other use to the area. Additionally all necessary core City services, including public transportation, are very near the project location.

Explain how the proposed development is consistent with the goals, objectives, and future land uses of the Urbana Comprehensive Plan and Policies.

The development aligns in general with the provisions and goals of the Comprehensive Plan. As part of achieving these goals a portion of the lot will be dedicated to the City for the Creekway project.

This specific series of lots is under the additional hinderance of the Floodplain, making any development here exponentially costly. This project aggregates four properties together in order to make the project economically viable. Trying to perform the same Pro Forma on several smaller projects results in economic failure. We are somewhat taking advantage of an ‘economy of scale’ to overcome the shortcomings of several individual developments.

Explain how the proposed development is consistent with the purpose and goals of the Section XIII-3, Planned Unit Developments of the Zoning Ordinance.

I believe the Planned Unit Development as designed is consistent with all major objectives and goals of this Section. In general, this is a project type greatly desired in the City and this is a building that will cost significantly more than any building built by right. The Ordinance lists the purpose of a PUD is to ‘encourage a development that goes beyond the minimum zoning and development standards....’ And this project does that.

The Ordinance lists nine individual items under ‘Goals’ and without addressing all of those individually – this project contributes to each of those to various degrees. Several of them are met thru the Creekway Dedication.

In a simplistic sense, this project represents the exact purpose a PUD process was introduced into the Ordinance. A unique issue exists – which requires a unique solution.

Table XIII-2 of the Urbana Zoning Ordinance outlines recommended design features for PUD’s. Please identify which design features are incorporated into the proposed PUD and explain how the proposed development is responsive to the relevant recommended design features.

Several features are being incorporated. One of these is the additional height allowable by the Creekway Dedication, equal to 12 feet, and one story. There are six allowable Bonus Provisions in the Ordinance, and only one is being utilized.

The intent is to conform to each Recommended Design Feature to the greatest extent possible, and the current Design Scheme reflects this. There are only a few that are not appropriate for this development due to the Use of the project or the specific location.

**PRELIMINARY AND FINAL PUD APPLICATION
413-419 WEST MAIN STREET
URBANA, ILLINOIS 61801**

BUILDING STATISTICS

Site Area:

413 West Main Street	6,580 s.f.
415 West Main Street	5,255 s.f.
417 West Main Street	8,575 s.f.
419 West Main Street	<u>11,790 s.f.</u>
TOTAL =	32,200 s.f.

Building Area:

First floor	9,936 s.f.
Second Floor	10,683 s.f.
Third Floor	10,683 s.f.
Mezzanine*	<u>971 s.f.</u>
TOTAL	32,273 s.f.

* Note that for Zoning Purposes, the City stipulates that the Mezzanine area contributes to the height and area of the building. For Building Code Purposes, the Mezzanine level does not contribute to the floor area nor does it contribute a floor to the height.

Under the Urbana Zoning Ordinance, this is a 32,273 s.f., four story building.
Under the International Building Code, this is a 31,302 s.f., three story building.

Unit Count;

The building consists of one and two bedroom units, with each bedroom having a dedicated bathroom.

	Two Bed, two Bath	One Bed, one Bath
First floor	3	7
Second Floor	3	8
Third Floor & Mezzanine	<u>7</u>	<u>4</u>
TOTAL	13	19

TOTAL UNITS = 32

TOTAL BEDS = 46

Parking:

Automobiles

Required = $(13 \times 1) + (19 \times .7) = 26.3 = 27$

Provided = 27 Spaces (including 2 accessible, and three compact spaces.)

Bicycles

Required = $32 \times .5 = 16$ (8 loops)

Provided = 16 Spaces (8 loops)

Over time, the required number of required automobile spaces has been reduced. Many Zoning Districts of similar proximity to the University have had their parking requirements drastically reduced, and in some cases completely eliminated. This development provides all the required parking for both automobiles and bicycles.

**PRELIMINARY AND FINAL PUD APPLICATION
413-419 WEST MAIN STREET
URBANA, ILLINOIS 61801**

WHILE THE NEW DEVELOPMENT IS NOT TIED TO THE REQUIREMENTS AND/OR LIMITS OF AN R-5 ZONING DISTRICT, THIS COMPARISON ALLOWS FOR A BETTER UNDERSTANDING OF THE SCALE OF THE DEVELOPMENT AS IT RELATES TO OTHER CONDITIONS IN THE CITY, AND IN THIS SPECIFIC AREA. THE PROPERTY UNDER CONSIDERATION ABUTS AN EXISTING R-5 ZONING DISTRICT, SO THIS IS AN APPROPRIATE COMPARISON OF AN ALLOWABLE PROJECT OF SIMILAR SCALE .

PUD VS R-5 BY RIGHT COMPARISON

	R-5	PUD PROPOSAL
MINIMUM LOT AREA*	6,000 S.F.	
ACTUAL LOT AREA**		32,200 S.F.
413 WEST MAIN =	6,580 S.F.	
415 WEST MAIN =	5,255 S.F.	
417 WEST MAIN =	8,575 S.F.	
419 WEST MAIN =	<u>11,790 S.F.</u>	
MINIMUM LOT WIDTH*****	60'	
ACTUAL LOT WIDTH		130' +/-
MAXIMUM HEIGHT***	47'	
ACTUAL BUILDING HEIGHT***		46'-8"
MAXIMUM F.A.R.****	0.90	
ACTUAL F.A.R.		1.00
BUILDING AREA		
FIRST =	9,936 S.F.	
SECOND=	10,683 S.F.	
THIRD	10,683 S.F.	
MEZZANINE	<u>971 S.F.</u>	
TOTAL	32,273 S.F.	
F.A.R. =	32,273 / 32,200 = 1.002	

MINIMUM O.S.R.***** 0.30
 ACTUAL O.S.R. 0.30
 OPEN SPACE = 7,911 S.F.
 O.S.R. = 9,731 S.F. / 32,273 S.F. = .301

MINIMUM SETBACKS
 FRONT 15'
 SIDE 5'
 REAR 5'

ACTUAL SETBACKS*****
 FRONT - WEST 15'
 FRONT - NORTH 5'
 SIDE - SOUTH 76'
 REAR - EAST 5'

REQUIRED AUTOMOBILE PARKING
 1 SPACE PER TWO BEDROOM UNIT.
 1 SPACES X 13 UNITS = 13 SPACES
 .7 SPACES FOR EACH ONE BEDROOM UNIT
 .7 SPACES X 19 UNITS = 13.3
 TOTAL REQUIRED = 14 + 13 = 27 SPACES
 TOTAL PROVIDED (including one accessible space
 and three compact spaces) = 27 SPACES

REQUIRED BICYCLE PARKING
 I SPACE PER TWO DWELLING UNITS
 TOTAL REQUIRED = 32 UNITS / 2 = 16 SPACES
 PROVIDED 32 SPACES

*Minimum Lot Area for PUD Consideration is .5 acre. This equates to 21,780 s.f.

**The lot areas were taken from the County GIS maps. No Site Survey has yet been conducted, but is a necessity in the development of Construction Documents.

***Building height is calculated as the height at the center-point of the pitched portion of the roof, not necessarily the peak of the highest point of the building. The peak of the building is approximately 56'. NOTE – This project is allowed to take advantage of Boneyard Creekway Dedication Provisions – which allow for an additional story and 12' of allowable height. The Tabular values for the height are 35' and three stories

**** Note that under the Urbana Zoning Ordinance the Mezzanine contributes to the building overall Floor Area, and adds a Story to the building, so it is a 32,273 s.f., Four Story Building. Under the Building Code, neither of these apply, so it is a 31,302 s.f., Three Story Building. See Boneyard Creekway Dedication Provisions as noted above for additional allowable height.

***** The lot area being considered as a portion of the Boneyard Creekway dedication is included in the Open Space of the site.

Total Open Space area:

5,124 s.f. at the Creekway dedication

1,590 s.f. at the south side of the building

1,197 s.f. at the west side of the building

620 s.f. at the north-west corner of the site

1,200 s.f. of balcony area (out of a total of approximately 2,780 s.f. of total balcony area

TOTAL = 9,731 s.f.

*****The setbacks are intended to meet or exceed all of those in the R-5 Zoning District. No survey has yet been completed and from strictly observation, the sidewalk on the north side of the subject properties appears to perhaps be set inside the property line. The building can be shifted south on the lot to maintain the noted setback, however this may compromise the quantity of area Dedicated in the Creekway Application.

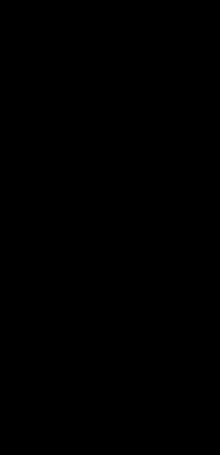
Note that the Creekway Bonus Provisions allow for the reduction and even the elimination of setbacks. These provisions are NOT being utilized in an effort to be as responsive to the neighborhood as possible.



VIEW LOOKING EAST

PROJECT # 24101
 DATE : 12/10/2025
 REV/10/1/

Item F2.



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DREMEL- WEST MAIN STREET URBANA
 PUD APPLICATION
 413-419 WEST MAIN ST
 URBANA, IL 61801



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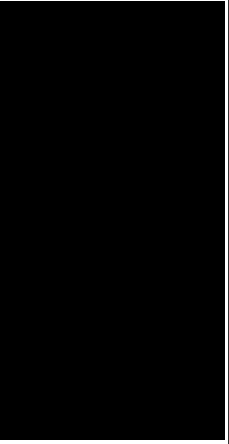
DREMEL- WEST MAIN STREET URBANA
 PUD APPLICATION
 413-419 WEST MAIN ST
 URBANA, IL 61801

1/2



VIEW FROM THE TOP

PROJECT # 24101
 DATE : 12/10/2025
 REV/NO/Y:



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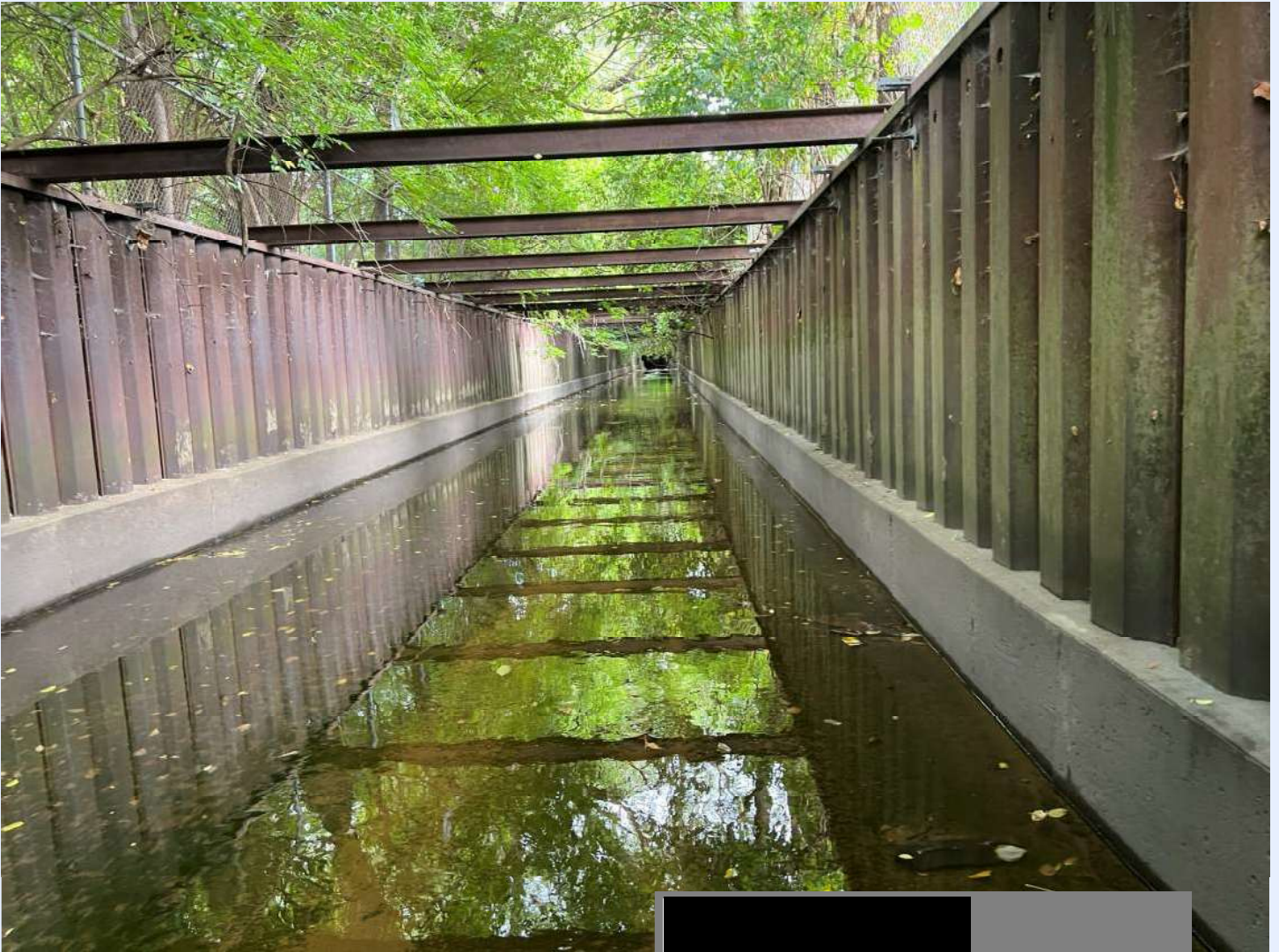
DREMEL- WEST MAIN STREET URBANA
 PUD APPLICATION
 413-419 WEST MAIN ST
 URBANA, IL 61801

Flood

Exhibit E - Continued
(Excerpts from Flood Study, Some Appendices Removed)

413-419 West Main Street Development Preliminary Hydraulic Modeling

Urbana, Illinois



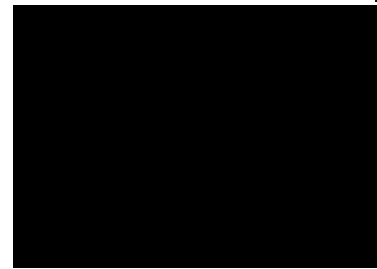


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1.0 INTRODUCTION

DMCB Properties, LLC plans to develop the site at 413-419 Main Street in Urbana, Illinois, into a new apartment building. A location map of the project area is included in Appendix A. The building is intended to be three stories tall and span a footprint of approximately 10,450 square feet. The site will also include a parking lot and access drive at existing grade. Preliminary plans of the building, prepared by Andrew Fell Architects, are included in Appendix E.

Since the project site is located within the floodway of the Boneyard Creek (Appendix B), a 1-D steady state HEC-RAS model was prepared to analyze the effects of the proposed building on the base flood elevation. This report summarizes the development of the model and analyzes the results compared to the state and city floodplain requirements.

2.0 METHODOLOGY

The existing and proposed conditions models are roughly bound by the Springfield-McCullough culvert on the upstream end and the Main Street culvert on the downstream end. However, to accurately model the culverts, the upstream limit of the model is about 70 feet upstream of the Springfield – McCullough culvert and the downstream limit of the model is approximately 95 feet downstream of the Main Street culvert.

Flow discharge values for the existing conditions and proposed conditions models are based on values from the Flood Insurance Study (Appendix C) for the 10-, 50-, 100-, and 500-year events.

The downstream boundary condition was modeled as a known water surface elevation. Based on data from the Flood Insurance Study (FIS) in Appendix D, cross section H from the FIS is just downstream of our project area and the Main St culvert, which is the downstream limit of the model. Therefore, water surface elevations for cross section H in the FIS were used as the downstream boundary condition. Cross section H has a water surface elevation of 706.0 for the 10-year event, 707.9 for the 50-year event, 709.2 for the 100-year event, and 711.3 for the 500-year event. These elevations were used as the downstream boundary conditions for the existing conditions and proposed conditions models.

The HEC-RAS model, version 6.6 was used to model the hydraulics of this section of the Boneyard Creek. Included in the submittal are the:

Existing Conditions Model (“413-419 Main St.prj” Plan: Existing). This model was built using a combination of survey data, LIDAR data, and select information from the effective SWMM model.

Proposed Conditions Model (“413-419 Main St.prj” Plan: Proposed_BldgFootprint) This model adds the entire footprint of the proposed building as an obstruction in the floodplain. Manning’s n values were also adjusted to represent the increased roughness of the building.

3.0 EXISTING CONDITIONS ANALYSIS

The existing conditions model was developed by adding a surveyed surface combined with LIDAR data to RAS Mapper and cutting cross sections approximately every 40-50 feet where survey points were collected. These cross sections were edited where necessary to reflect the vertical concrete channel walls of the Boneyard Creek. Survey data was used to accurately model the Springfield – McCullough and Main Street culverts. The upstream invert elevation of the Springfield – McCullough culvert was assumed from the effective SWMM model. Cross sections that were added to the proposed model to set the upstream and downstream limits of the building footprint were also added to the existing conditions model for consistency when comparing the existing and proposed models.

Table 5.0 compares the effective water surface elevations from the Flood Insurance Study with the computed water surface elevations of the existing conditions model. The water surface elevations of the existing model are all within four inches of the 100-year water surface elevations in the FIS for the effective model. The differences between the existing model and effective model can be attributed to more accurate and updated topographic information. The effective model used a combination of data from a 2005 Digital Elevation Model (DEM), 1977 aerial photography with 2-foot contour intervals, and field survey. The existing model uses a combination of LIDAR data and survey data collected in September 2025.

Table 5.0 – Effective FIS vs Existing Conditions Water Surface Elevation Analysis

Water Surface Elevation Analysis - Effective FIS Model vs Existing Conditions					
River Station	Equivalent FEMA Lettered Cross Section	Freq. (yr)	Water Surface Elevation		Change in Elevation (ft)
			Effective (ft)	Existing (ft)	
1488	J	100	712.00	711.75	-0.25
1454		100		711.59	
1127		100	Springfield-McCullough Culvert		
832		100		711.31	
820.2		100		711.30	
801		100		711.30	
751		100		711.30	
708		100		711.30	
669.4		100		711.30	
661		100		711.30	
618		100		711.27	
567	I	100	710.90	711.21	0.31
527		100		711.16	
487		100		710.87	
432		100		710.87	
388		100		710.87	
274		100	Main Street Culvert		
61		100		709.20	
5	H	100	709.20	709.20	0.00

4.0 PROPOSED CONDITIONS ANALYSIS

6.1 PROPOSED METHODOLOGY

The development at 413-419 West Main Street in Urbana, Illinois, will consist of a new apartment building and parking lot. While the final design of the building has not been completed yet, a description of the preliminary design is as follows. The apartment building is proposed to be three stories tall with a total footprint of approximately 10,450 square feet, including the balconies. The first floor will be one foot above the 100-year water surface elevation, and the building will be properly floodproofed according to FEMA's floodproofing guidance. The stairways, ramps, and sidewalks will be elevated above the existing grade, so they were modeled as part of the building obstruction. The total footprint of the obstruction that was modeled is approximately 12,530 square feet. The parking lot will be constructed

at grade, so no additional fill will be added to the floodplain. Please see Appendix E for the preliminary plans of the proposed building.

The proposed building was modeled in HEC-RAS by adding an obstruction equal to the extent of the footprint at each cross section passing through the building. A cross section at the upstream and downstream limit of the building footprint were included to signal to the model where the obstruction starts and ends. The model interpolates the obstruction between cross sections within these limits.

Upon adding the building footprint as an obstruction to the proposed model, the preliminary results did not show a continuously decreasing water surface profile. At cross section 669.4, the 100-year water surface elevation drops to 711.29 and then rises 0.01 feet at the downstream cross section 646, indicating a slight model instability. Cross section 646 includes 5 pier obstructions that will support the second story of the building as cars pass under the building on the entrance drive. Adding several small obstructions to this cross section increases the wetted perimeter which contributes to more energy loss and resistance, resulting in a lower water surface elevation. To balance the water surface elevations and reduce the resistance, the Manning's roughness coefficient in the overbanks at cross section 669.4 was lowered by 0.002 to remove the model instability at this point and resulted in a continuously decreasing 100-year water surface profile.

6.2 DESIGN CRITERIA

Article XI – Flood Hazard Areas from the City of Urbana's Building Code identifies requirements that must be met when developing in the floodplain. According to Section 5-206 – Preventing Increased Flood Heights and Resulting Damages:

“Within any floodway identified on the countywide FIRM, and within all other floodplains where a floodway has not been delineated, the following standards shall apply:

*A. Except as provided in Section B herein, **no development shall be allowed which, acting in combination with existing and anticipated development will cause any increase in flood heights or velocities or threat to public health and safety.** The following specific development activities shall be considered as meeting this requirement:*

1. Bridge and culvert crossings of streams in rural areas meeting the conditions of the IDNR/OWR Statewide Permit Number 2.

2.

B. Other development activities not listed in subsection A may be permitted only if:

1. Permit has been issued for the work by IDNR/OWR (or written documentation is provided that an IDNR/OWR permit is not required). Or

2. Sufficient data has been provided to FEMA when necessary, and approval obtained from FEMA for a revision of the regulatory map and BFE.”

Since the proposed apartment building at 413-419 West Main Street does not meet any of the specific development activities outlined in Section 5-206.A of Urbana's requirements, the City may permit the activity only if a permit is received from IDNR/OWR as explained in Section 5-206.B.

Based on Part 3700 from Title 17 of the Illinois Administrative Code, IDNR requires the following conditions to be *met for the worst-case analysis, defined to be flood events up to and including the 100-year recurrence interval.*

1. *Any water surface profile increase would be contained within the channel banks or flood easements.*
2. *In urban areas, the water surface profile increase would not exceed 0.5 foot at the structure, nor 0.1 feet at a point 1,000 feet upstream of the structure as determined by the horizontal projection of the increase and the slope of the hydraulic grade line.*
3. *Any increase in average channel velocity would not be beyond the scour velocity of the predominant soil type of the channel.*
4. *Increased scour, erosion, and sedimentation would be prevented by the use of riprap or other design measures.*

The analysis in the following section shows that the preliminary design meets these criteria. After the building and site design are finalized, the model and permit application will be submitted to IDNR to verify that these requirements are met and issue a permit. Once a permit is obtained from IDNR, a permit application can be submitted to the City of Urbana for development in the floodplain.

6.3 PROPOSED ANALYSIS

Constructing the proposed apartment building in the floodplain does not have a large effect on the water surface elevation due to the size and location of the building. The topography of the project area gradually slopes upwards from the channel banks of the Boneyard Creek to Main Street. Since the proposed building is situated on the higher ground, closer towards Main Street and the outer edge of the floodplain, the building doesn't block as much flow in the floodplain compared to if it were constructed closer the channel. See the cross-section plots in Appendix G for a visualization of the cross-sectional area of flow being blocked by the building.

Overall, the location and proposed footprint of the building do not cause enough flow in the floodplain to be blocked to cause a drastic increase in the water surface elevation.

IDNR Requirement 1. *Any water surface profile increase would be contained within the channel banks or flood easements.*

Table 6.0 shows that the largest increase in the water surface profile from existing to proposed conditions is 0.01 feet. Since this increase is less than 1 inch, it can be reasonably assumed that the water surface will remain within the channel banks and flood easements. Therefore, the first requirement from IDNR is met.

IDNR Requirement 2. *In urban areas, the water surface profile increase would not exceed 0.5 foot at the structure, nor 0.1 feet at a point 1,000 feet upstream of the structure.*

As shown in Table 6.0, the proposed water surface elevation is equal to the existing water surface elevation at all cross sections except for a rise of 0.01 ft at cross section 820.2. Since the increase is less than 0.1 feet, the second requirement is met.

Appendix H includes a table and profile from HEC-RAS comparing the computed water surface elevations between the existing and proposed conditions models for the 100-year storm.

Table 6.0 - Existing Conditions vs Proposed Conditions Water Surface Elevation Analysis

Water Surface Elevation Analysis - Existing Conditions vs Proposed Conditions				
River Station	Freq.	Water Surface Elevation		Change in Elevation
		Existing	Proposed Building Footprint	
		(ft)	(ft)	
1488	100	711.75	711.75	0.00
1454	100	711.59	711.59	0.00
1127	100	Springfield-McCullough Culvert		
832	100	711.31	711.31	0.00
820.2	100	711.30	711.31	0.01
801	100	711.30	711.30	0.00
751	100	711.30	711.30	0.00
708	100	711.30	711.30	0.00
669.4	100	711.30	711.30	0.00
646	100	711.30	711.30	0.00
618	100	711.27	711.27	0.00
567	100	711.21	711.21	0.00
527	100	711.16	711.16	0.00
487	100	710.87	710.87	0.00
432	100	710.87	710.87	0.00
388	100	710.87	710.87	0.00
274	100	Main Street Culvert		
61	100	709.20	709.20	0.00
5	100	709.20	709.20	0.00

IDNR Requirement 3. Any increase in average channel velocity would not be beyond the scour velocity of the predominant soil type of the channel.

This section of the Boneyard Creek is contained within a concrete open channel with vertical walls approximately 9.5 feet tall. The velocity in the channel ranges from 4.39 ft/s to 6.37 ft/s with an average velocity of approximately 5.15 ft/s in both existing and proposed conditions during the 100-year event. This velocity is typical for most streams and channels. For most of the river reach, the velocity in the channel is the same in proposed conditions as it is in existing conditions. The largest increase in velocity is 0.06 ft/s at cross section 801 and the largest decrease in velocity is 0.06 ft/s at cross section 820.2. These changes are minimal, and since velocity in the channel is average, and the stream is contained within a concrete channel, excessive scour, erosion, and sedimentation are not concerns.

There have not been issues in the existing channel along this section of the Boneyard Creek, so if the velocity is expected to remain about the same, there should not be concerns about scour, erosion, or sedimentation after the proposed development. Therefore, requirement 3 of IDNR's criteria is met.

IDNR Requirement 4. Increased scour, erosion, and sedimentation would be prevented by the use of riprap or other design measures.

Since there isn't a concern for increased scour, erosion, or sedimentation, requirement 4 in Part 3700 doesn't apply, so riprap will not be required.

The results of the analysis show that the proposed conditions model meets all of IDNR's design criteria stated in Part 3700 from Title 17 of the Illinois Administrative Code. If deemed acceptable by an IDNR reviewer, a permit may be issued for the proposed construction within the regulated floodway. If IDNR issues a permit for the proposed construction, the City of Urbana shall also issue a permit for the proposed construction per Section 5-206.B of the city building code.

5.0 CONCLUSION

Analysis of the existing conditions model indicated that the model accurately simulated the hydraulic behavior of the Boneyard Creek and could be used to compare against the proposed improvements.

Comparing the water surface elevations of the proposed conditions model against the existing conditions model clearly showed that the proposed development would only increase the water surface elevation 0.01 ft at one cross section. Results of the hydraulic analysis indicate that the proposed apartment building development at 413-419 West Main Street in Urbana, Illinois, will create minimal impacts to the floodplain and floodway. The appendices illustrate compliance with IDNR-OWR permit requirements, and as a result, compliance with the City of Urbana's requirements as well.

APPENDIX A: LOCATION MAP

Location Map

413-419 West Main Street Development



Project Location

Boneyard Creek

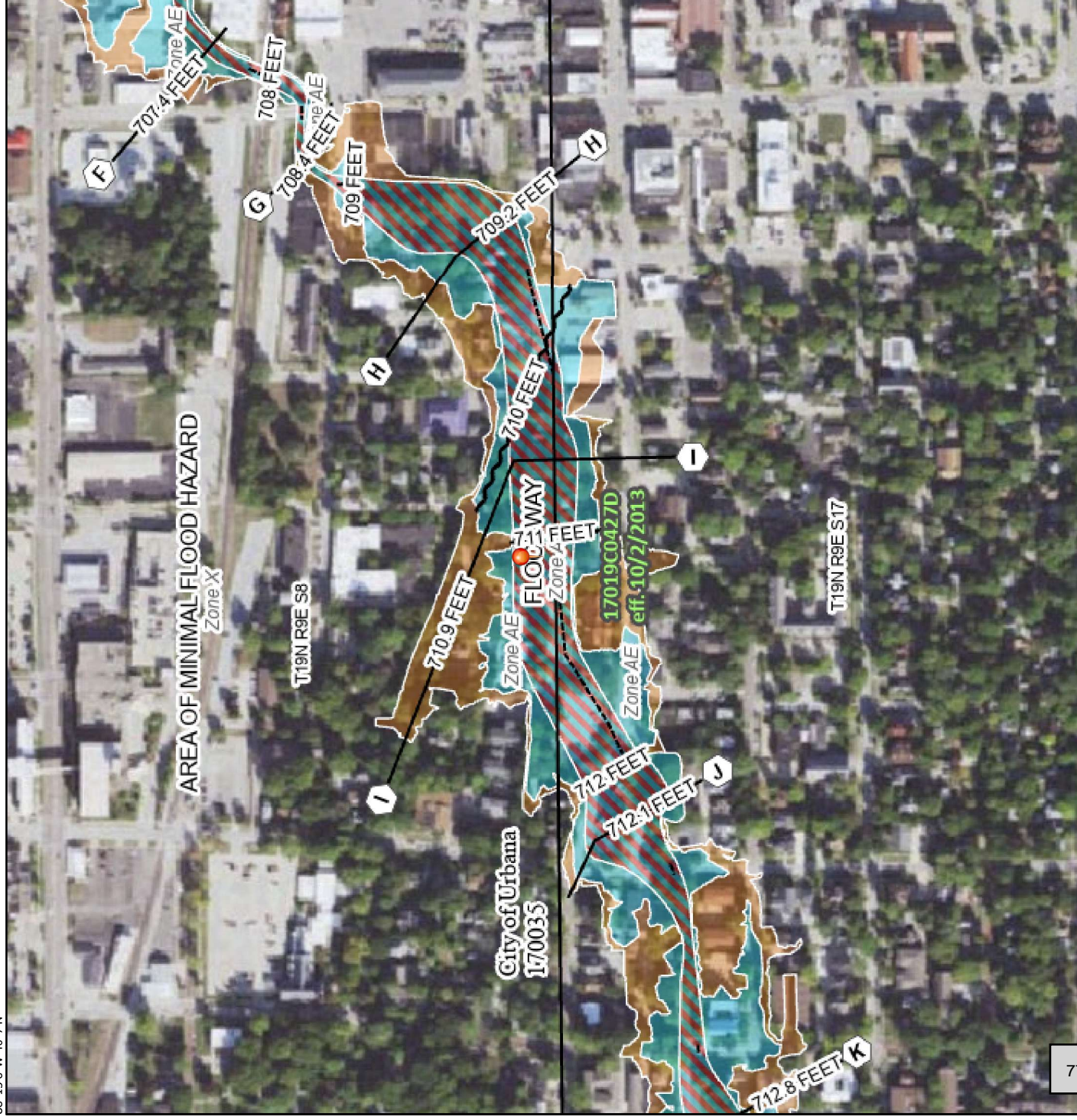
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800 ft

APPENDIX B: FEMA FLOOD INSURANCE RATE MAP

National Flood Hazard Layer FIRMette

88°13'6"W 40°7'N



88°12'29"W 40°6'33"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee, See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS

- Area of Minimal Flood Hazard *Zone X*
- Effective LOMR
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **10/1/2025 at 6:48 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following elements do not appear: basemap imagery, flood zone legend, scale bar, map creation date, community identifier, FIRM panel number, and FIRM effective date. Map imagery of unmapped and unmodernized areas cannot be used for regulatory purposes.

Item F2.

APPENDIX C: HYDROLOGY - FIS PEAK FLOW TABLE

Section 3.1 Hydrologic Analyses

05571000) was non-recording prior to December 1948, was recording from December 1948 through September 1978, and was discontinued after September 1978.

October 2, 2013 Countywide FIS

For this countywide FIS, a hydrologic study performed by the USGS Illinois Water Science Center has been included for Boneyard Creek (Reference 18), which incorporates the Phase I channel and basin improvements.

The hydrologic analysis of Boneyard Creek was performed using the Storm Water Management Model, Version 5 (SWMM5) (Reference 43, 44). Dynamic wave modeling was used, allowing for backwater effects from the main channel on the tributary pipes.

Design storms for 1-, 2-, 3-, 6-, 12-, 24- and 48-hour durations were constructed using the methodology recommended in ISWS Bulletin 70 (Reference 45) and ISWS Circular 173 (Reference 46). The quartile of the temporal rainfall pattern was chosen as a function of duration, and each quartile was assigned as recommended in Circular 173. The depths were obtained from updated rainfall frequency analyses by the National Oceanic and Atmospheric Administration (NOAA) (Reference 47). Potential evapotranspiration estimates were obtained from the Illinois State Water Survey for the Champaign station of the Illinois Climate Network from 1989 through 2004 (Reference 48).

The downstream boundary condition at the confluence with the Saline Branch was taken to be normal depth because of the expectation that the timing of flood peaks between Boneyard Creek and the Saline Branch would be quite different, given the differences in the watershed sizes and land uses.

A critical duration analysis was performed using the design storms to determine peak flows. From this analysis it was found that 2- and 12-hour storms provided maximum depths over most of Boneyard Creek for the 1-percent-annual-chance event, and 2- and 6-hour storms provided maximum depths over most of the creek for the 0.2-percent-annual-chance event.

A summary of the drainage area-peak discharge relationships for all the streams studied by detailed methods is shown in Table 8, "Summary of Discharges."

Table 8 - Summary of Discharges

<i><u>Flooding Source and Location</u></i>	<i><u>Drainage Area (square miles)</u></i>	<i>Peak Discharges (cubic feet per second)</i>			
		<i><u>10-Percent- Annual-Chance</u></i>	<i><u>2-Percent- Annual-Chance</u></i>	<i><u>1-Percent- Annual-Chance</u></i>	<i><u>0.2-Percent- Annual-Chance</u></i>
BONEYARD CREEK					
Just upstream of confluence with Saline Branch Drainage Ditch	6.3	1,439	1,760	1,835	1,986
Project Location → Main Street (downstream)	5.1	1,111	1,416	1,746	2,349
Lincoln Avenue (USGS Gage 03337100)	3.8	709	912	1,068	1,401
Kingshighway Bridge (USGS Gage 03337000)	3.3	602	696	788	998
Wright Street (downstream)	3.3	602	672	752	981
Healey Street (upstream)	1.8	326	429	525	821
Stoughton Street (downstream)	1.2	142	206	230	450
Oak-Ash Basin Outflow	0.9	103	151	205	348
North/South Railroad	0.7	204	194	163	239
COPPER SLOUGH					
Interstate Highway 57	7.5	611	931	1,216	1,530
John Street Interstate Highway 72 Westbound	4.8	462	707	925	1,090
Bradley Avenue	4.3	411	629	822	940
Railroad	2.7	315	483	633	750
	2.0	279	431	565	675
JOHN STREET COPPER SLOUGH TRIBUTARY					
Just upstream of confluence with Copper Slough	1.8	198	304	397	460
Interstate Highway 72	1.3	164	252	330	390
LEFT BRANCH OF RIGHT BANK TRIBUTARY OF SALT FORK					
Just upstream of confluence with Right Bank Tributary of Salt Fork	6.0	796	1,212	1,389	N/A
MC CULLOUGH CREEK					
Race Street	1.3	319	492	567	680
OWL CREEK					
First Street	7.6	750	N/A	1,280	N/A
PHINNEY BRANCH					
Interstate Highway 57	5.8	757	1,153	1,322	1,600
Duncan Road	5.3	700	1,060	1,220	1,470
Crescent Road	2.9	447	683	784	990

N/A – Not applicable

APPENDIX D: FIS FLOODWAY DATA TABLE AND FLOOD PROFILE

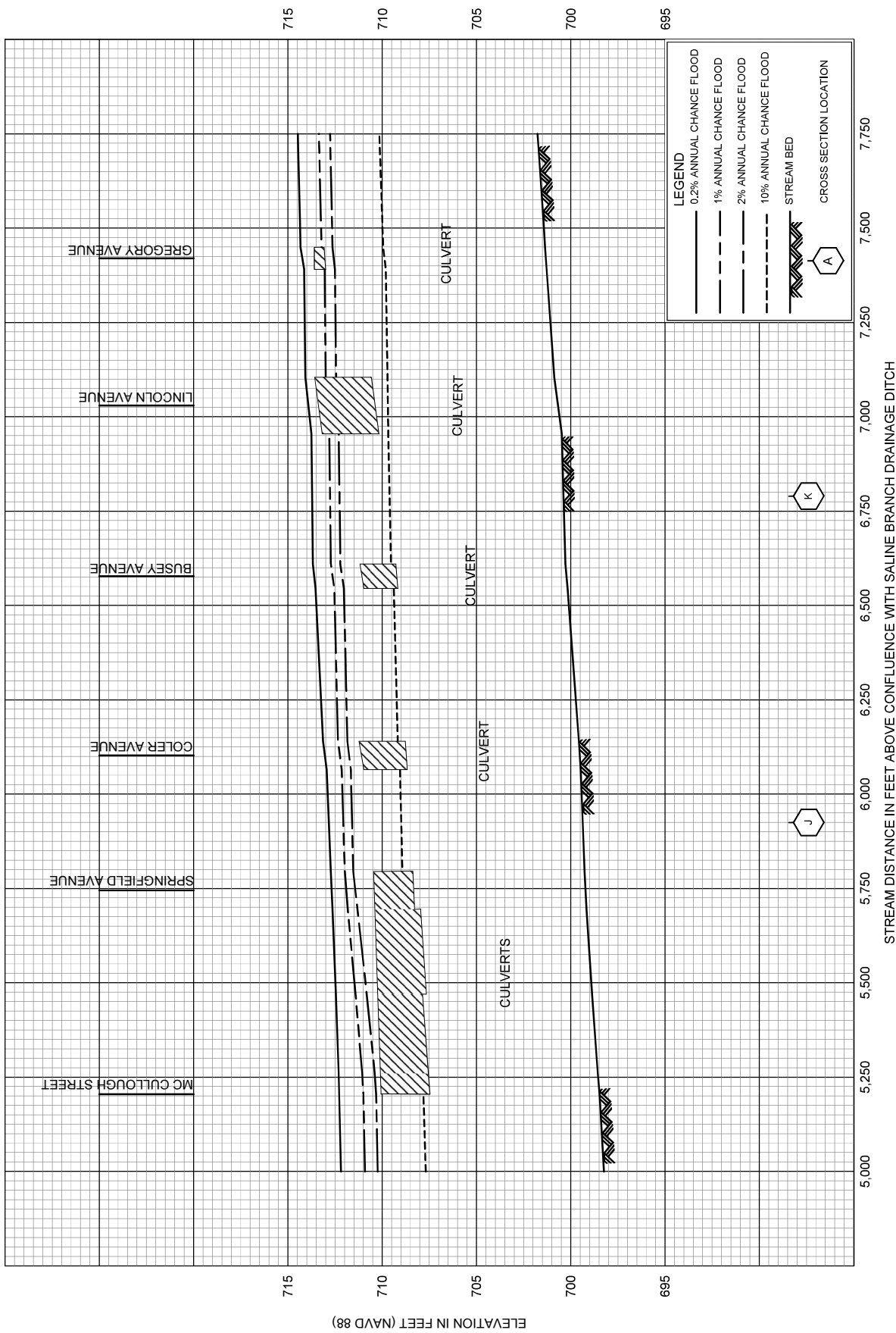
FLOODING SOURCE		FLOODWAY			1-PERCENT-ANNUAL-CHANCE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE ¹	WIDTH (FEET)	SECTION AREA (SQUARE FEET)	MEAN VELOCITY (FEET PER SECOND)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE
Boneyard Creek								
A	735	51.1	N/A	N/A	703.1	699.9 ²	N/A	N/A
B	1,370	61.2	N/A	N/A	703.1	702.1 ²	N/A	N/A
C	2,140	65.7	N/A	N/A	703.9	703.9	N/A	N/A
D	2,535	59.9	N/A	N/A	704.5	704.5	N/A	N/A
E	2,920	104.1	N/A	N/A	705.6	705.6	N/A	N/A
F	3,280	39.0	N/A	N/A	707.4	707.4	N/A	N/A
G	3,740	20.2	N/A	N/A	708.4	708.4	N/A	N/A
H	4,315	177.0	N/A	N/A	709.2	709.2	N/A	N/A
I	4,965	194.0	N/A	N/A	710.9	710.9	N/A	N/A
J	5,925	264.2	N/A	N/A	712.1	712.1	N/A	N/A
K	6,790	147.8	N/A	N/A	712.8	712.8	N/A	N/A
L	7,800	38.3	N/A	N/A	713.4	713.4	N/A	N/A
M	8,992	49.5	N/A	N/A	714.0	714.0	N/A	N/A
N	9,263	72.9	N/A	N/A	714.0	714.0	N/A	N/A
O	9,467	40.0	N/A	N/A	714.1	714.1	N/A	N/A
P	9,995	20.9	N/A	N/A	717.4	717.4	N/A	N/A
Q	10,520	*	N/A	N/A	718.5	718.5	N/A	N/A
R	11,345	*	N/A	N/A	718.7	718.7	N/A	N/A
S	11,803	*	N/A	N/A	718.9	718.9	N/A	N/A
T	12,190	48.0	N/A	N/A	720.1	720.1	N/A	N/A
U	12,585	23.2	N/A	N/A	721.0	721.0	N/A	N/A

Downstream of Project Location

¹Feet above confluence with Saline Branch Drainage Ditch
²Elevation computed without consideration of backwater effect from Saline Branch Drainage Ditch
 *Flow contained in underground conduits - no floodway defined
 N/A – Not applicable

FEDERAL EMERGENCY MANAGEMENT AGENCY	FLOODWAY DATA
CHAMPAIGN COUNTY, IL AND INCORPORATED AREAS	BONEYARD CREEK
TABLE 12	





APPENDIX E: PROPOSED BUILDING SITE PLAN AND FOUNDATION PLAN

Item F2.

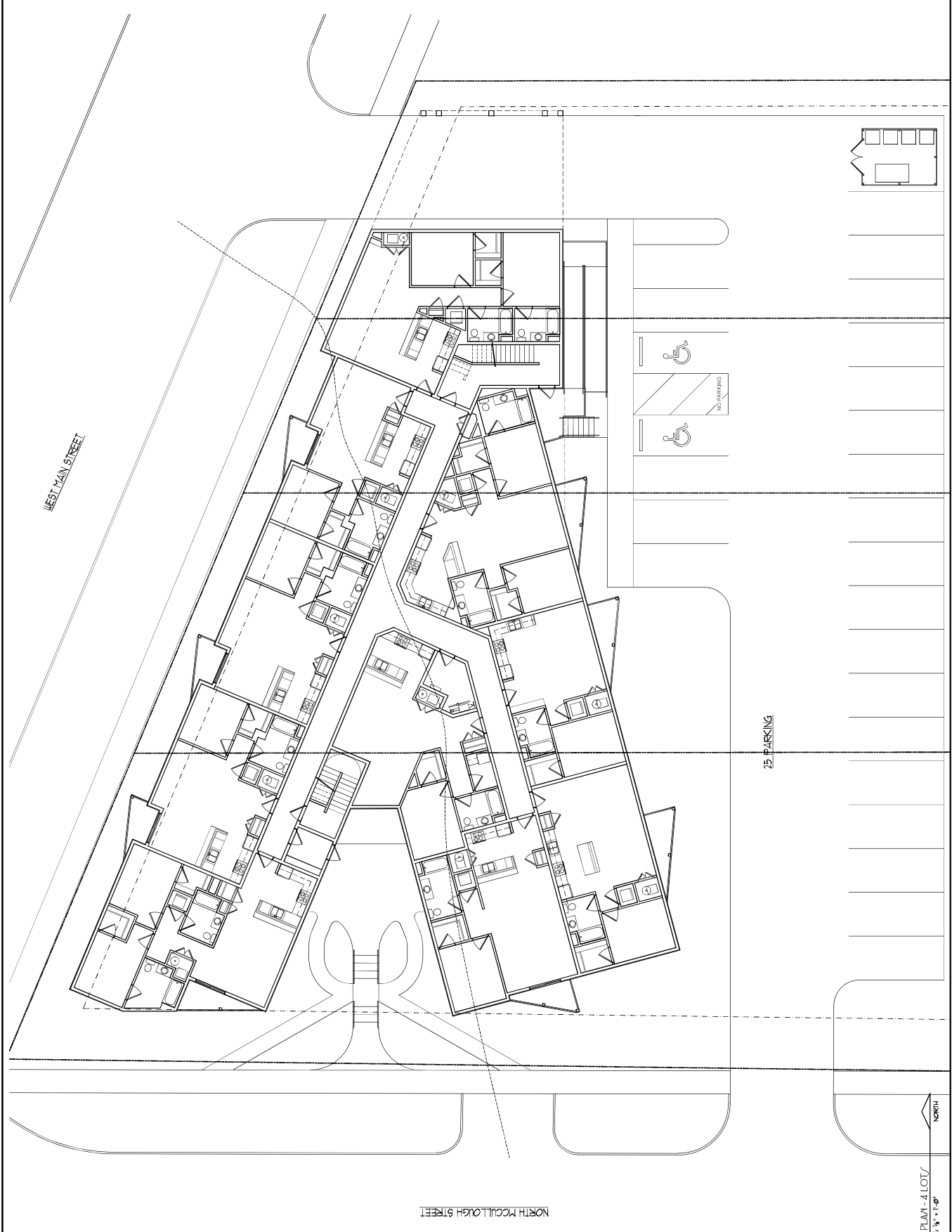
WEST MAIN STREET
URBANA, ILLINOIS

NEW CONSTRUCTION

DREMEL - WEST MAIN STREET URBAMA

PROJECT # 24101
DATE: 2024DEC17
REV: 01/01/25
ARCHITECTURE AND DESIGN
ANDREW FELL
515 NORTH HICKORY STREET, SUITE 101
CHAMPAIGN, ILLINOIS 61820
PHONE: 217.243.2990
WWW.ANDREWFELL.COM
EMAIL: andrew@andrewfell.com

These drawings and specifications are the property and copyright of Andrew Fell, Architect and shall not be used on any other work except by written agreement with the Architect. This writer, designers and the firm shall be retained on the job site. Any discrepancies shall be brought to the notice of the Architect prior to the commencement of any work.



4 SITE PLAN - 41 LOT
B SCALE: 1/8" = 1'-0"
NORTH

Item F2.

WEST MAIN STREET
URBANA, ILLINOIS

NEW CONSTRUCTION

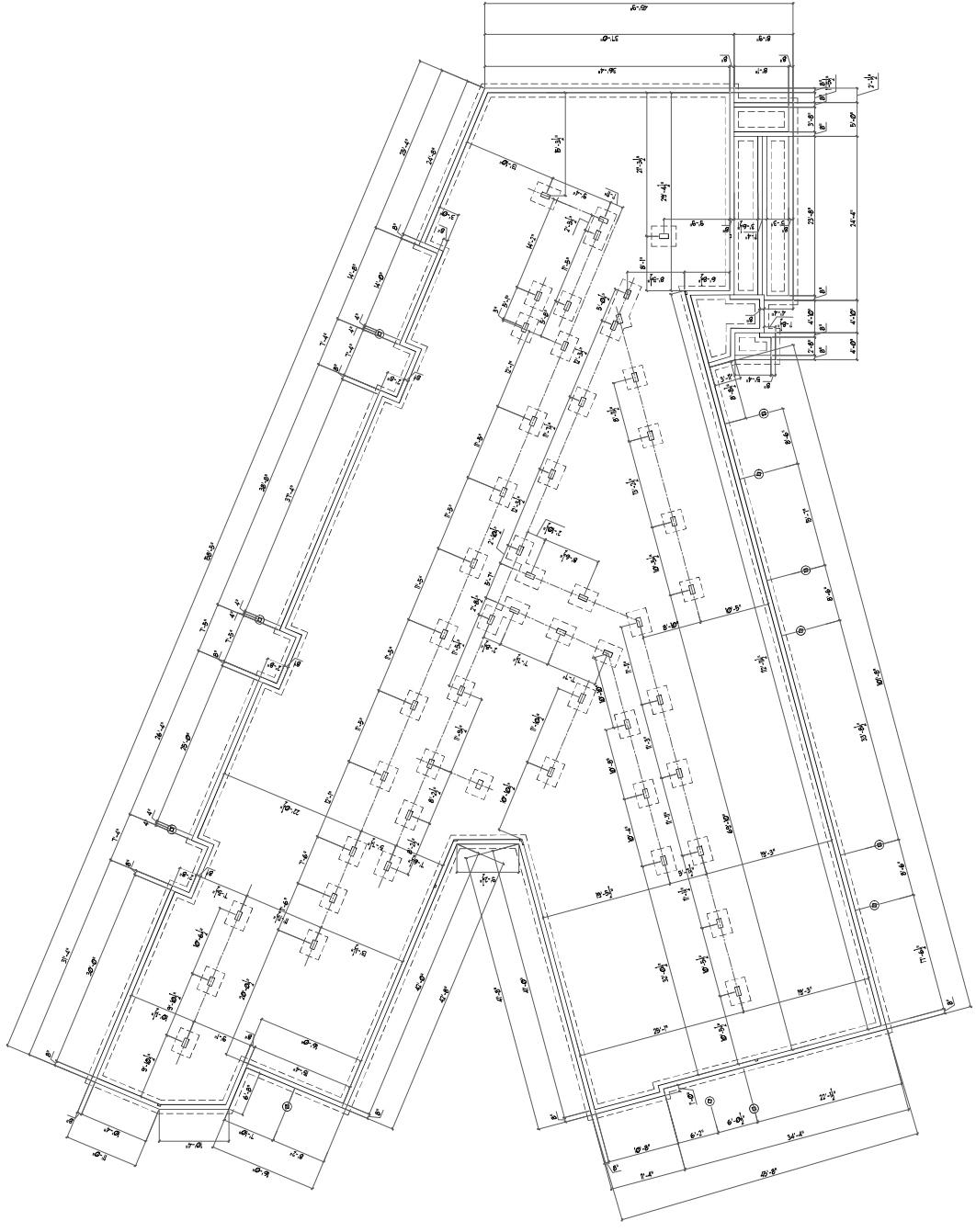
DREMEL - WEST MAIN STREET URBAMA

PROJECT

These drawings and specifications are the property and copyright of Andrew Fell, architect and shall be kept in the office of the Architect prior to the commencement of any work.

ANDREW FELL
ARCHITECTURE AND DESIGN
515 NORTH HICKORY STREET, SUITE 101
CHAMPAIGN, ILLINOIS 61820
PHONE: 217.243.2990
WWW.ANDRUEFFELL.COM
EMAIL: andrew@andrewfell.com

PROJECT # 24101
DATE: 2024DEC 17
REV: 01/01/25



NORTH

FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

CREEKWAY COMMISSIONER SIGNATURE: _____

DATE: _____

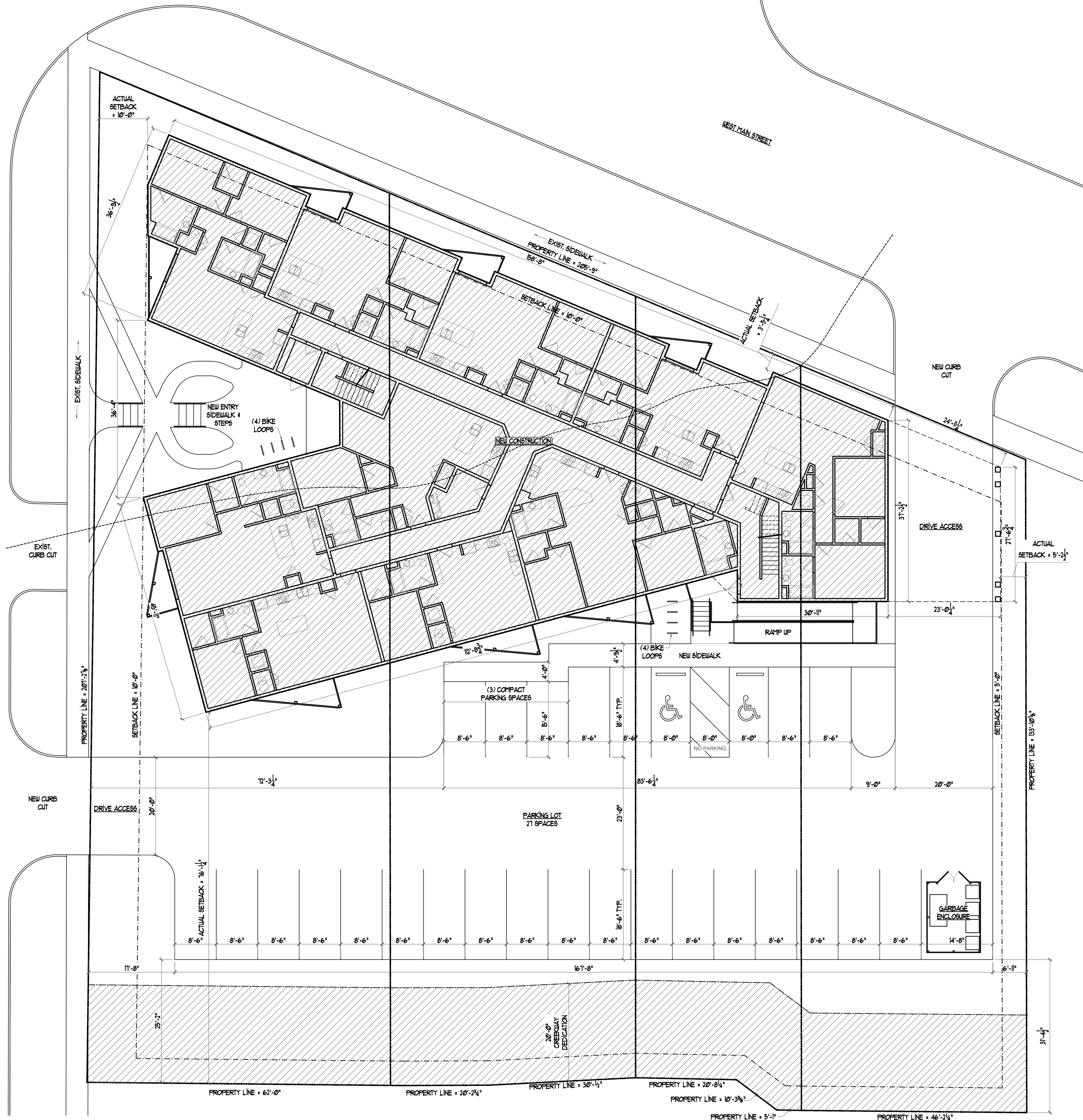
Exhibit F - Site Plan

Exhibit F

NORTH MCCOLLUM STREET

WEST STOUGHEN STREET

WEST MAIN STREET



2 SITE PLAN
 510 SCALE: 3/32" = 1'-0" NORTH

PROJECT # 24101
 DATE: 2026.FEB.11
 REV/NOV:

ANDREW FELL
 ARCHITECTURE AND DESIGN
 515 NORTH HICKORY STREET, SUITE 101
 CHAMPAIGN, ILLINOIS 61820
 PHONE: 217.363.2890
 WWW.ANDREWPELL.COM
 EMAIL: andrewfell@comcast.net

These drawings and specifications are the property and copyright of Andrew Fell, Architecture and Design, Inc. and shall remain the property of Andrew Fell, Architecture and Design, Inc. without any other work except by written agreement with the Architect. Only written dimensions shall be used. Do not scale drawings. Dimensions shall be verified on the job site. Any discrepancy shall be brought to the notice of the Architect prior to the commencement of any work.

WEST MAIN STREET
 NEW CONSTRUCTION
 WEST MAIN STREET
 URBANA, ILLINOIS

1.0



Exhibit G – Site Photos and Aerial

Item F2.



417 W Main Street



415 W Main Street

Exhibit G – Site Photos and Aerial

Item F2.





Boneyard Creek Basin

Along Southern Edge of Property

413-419 W Main Street





Place Type: Neighborhood I

General Description

These neighborhoods consist primarily of single houses, with some duplexes, and may include low-intensity small businesses and institutional uses.

Land Uses

Mostly residential, primarily single houses. Some duplexes, smaller apartments, townhomes, and accessory dwelling units (e.g. garage apartments, backyard cottages) may be interspersed. Home-based businesses can be anywhere. Small businesses, like cafes and professional offices, may be appropriate along the edges of neighborhoods.

In the Doctor Ellis Subdivision, Historic East Urbana Neighborhood, and West Urbana Neighborhood, the intent is to preserve single- and two-family zoning where it currently exists.

Building Form

Two- and three-story buildings on single lots are common. Main buildings typically have front yards and are set back a bit from the street. Smaller accessory buildings (sheds, garages, etc.) in rear and side yards are typical.

Streets & Connectivity

Typically narrow, low-speed streets, though slightly wider streets with street parking are appropriate. Block lengths are short; when blocks are longer, there should be mid-block paths providing non-motorized connections. Parkways, sidewalks, and street trees are prominent. Access to individual lots off of alleys should be maintained where existing and encouraged in new developments. Street trees and other landscaping abound.

Open Space

Most open space is in private yards. Some small pocket parks and larger parks are interspersed throughout the neighborhood. Streets also may function as a quasi-open space.

■



R-2 – SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the R-2 Zoning District is as follows:

"The R-2, Single-Family Residential District is intended to provide areas for single-family detached dwellings at a low density, on lots smaller than the minimum for the R-1 District. The R-2 District is also intended to provide for a limited proportion of two-family dwellings."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the R-2 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

PERMITTED USES:

Agriculture

Agriculture, Cropping

Business - Recreation

Country Club or Golf Course

Public and Quasi-Public

Elementary, Junior High School or Senior High School
Park

Residential

Dwelling, Community Living Facility, Category I
Dwelling, Single Family
Dwelling, Single Family (*Extended Occupancy*)

SPECIAL USES:

Public and Quasi-Public

Church, Temple or Mosque
Electrical Substation
Institution of an Educational or Charitable Nature
Library, Museum or Gallery

Residential

Dwelling, Transitional Home, Category II

PLANNED UNIT DEVELOPMENT USES:

Residential

Residential Planned Unit Development (*See Section XIII-3*)

CONDITIONAL USES:

Agriculture

Artificial Lake of One (1) or More Acres

Business – Miscellaneous

Day Care Facility (*Non-Home Based*)

Business - Recreation

Lodge or Private Club

Public and Quasi-Public

Municipal or Government Building

Residential

Bed and Breakfast, Owner Occupied
Dwelling, Community Living Facility, Category II
Dwelling, Duplex***
Dwelling, Duplex (*Extended Occupancy*)***
Dwelling, Transitional Home, Category I
Dwelling, Two-Unit Common-Lot-Line***

Table V-1 Notes:

*** See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

DEVELOPMENT REGULATIONS IN THE R-2 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) ¹	MIN SIDE YARD (in feet) ¹	MIN REAR YARD (in feet) ¹
R-2	6,000 ¹³	60 ¹³	35 ¹⁷	0.40	0.40	15 ⁹	5	10

FAR = Floor Area Ratio

OSR = Open Space Ratio

Footnote¹ – See Section VI-5 and Section VIII-4 for further information about required yards.

Footnote⁹ – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)

Footnote¹³ – In the R-2 and R-3 Districts, any lot platted and recorded after December 21, 1970, on which there is proposed to be erected or established a duplex, shall contain an area of not less than 9,000 square feet, and have an average width of not less than 80 feet. A lot platted and recorded before December 21, 1970, on which there is proposed to be erected or established a duplex, shall contain an area of not less than 6,000 square feet, and have an average width of not less than 60 feet.

Footnote¹⁷ – Public buildings, schools, or institutions of an educational, religious, or charitable nature which are permitted in the R-2, R-3, and R-4 Districts may be erected to a height not to exceed 75 feet, if the building is set back from the building line at least one foot for each one foot of additional building height above the height limit otherwise applicable.

For more information on zoning in the City of Urbana call or visit:

City of Urbana

Community Development Services Department

Planning Division

400 South Vine Street, Urbana, Illinois 61801

(217) 384-2440 phone | Email: Planning@urbanail.gov

City Website: www.urbanail.gov



R-4 – MEDIUM DENSITY MULTIPLE-FAMILY ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the R-4 Zoning District is as follows:

"The *R-4, Medium Density Multiple-Family Residential District* is intended to provide areas for multiple-family dwellings at low and medium densities."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the R-4 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

PERMITTED USES:

Agriculture

Agriculture, Cropping

Business - Recreation

Country Club or Golf Course

Public and Quasi-Public

Church, Temple or Mosque

Elementary, Junior High School or Senior High School

Institution of an Educational or Charitable Nature

Library, Museum or Gallery

Municipal or Government Building
Park

Residential

Boarding or Rooming House

Dormitory

Dwelling, Community Living Facility, Category I, Category II and Category III

Dwelling, Duplex***

Dwelling, Duplex (*Extended Occupancy*)***

Dwelling, Multifamily

Dwelling, Multiple-Unit Common-Lot-Line***

Dwelling, Single Family

Dwelling, Single Family (*Extended Occupancy*)

Dwelling, Transitional Home, Category I

Dwelling, Two-Unit Common-Lot-Line***

SPECIAL USES:

Business – Professional and Financial Services

Professional and Business Office

Industrial

Solar Farm

Public and Quasi-Public

Police or Fire Station

Principal Use Parking Garage or Lot

Residential

Dwelling, Home for Adjustment

PLANNED UNIT DEVELOPMENT USES:

Business – Miscellaneous

Mixed-Use Planned Unit Development
(See Section XIII-3)

Residential

Residential Planned Unit Development
(See Section XIII-3)

CONDITIONAL USES:**Agriculture**

Artificial Lake of One (1) or More Acres

Business – MiscellaneousDay Care Facility (*Non-Home Based*)**Business - Recreation**

Lodge or Private Club

Public and Quasi-Public

Electrical Substation

Residential

Assisted Living Facility

Bed and Breakfast, Owner Occupied

Dwelling, Transitional Home, Category II

Nursing Home

Table V-1 Notes:

*** See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

DEVELOPMENT REGULATIONS IN THE R-4 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) ¹	MIN SIDE YARD (in feet) ¹	MIN REAR YARD (in feet) ¹
R-4	6,000	60	35 ¹⁷	0.50 ¹⁴	0.35	15 ⁹	5 ¹⁸	10 ¹⁸

FAR = Floor Area Ratio

OSR = Open Space Ratio

Footnote¹ – See Section VI-5 and Section VIII-4 for further information about required yards.**Footnote⁹** – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)**Footnote¹⁴** – In the R-4 District, the maximum floor area ratio may be increased to 0.70, provided that there is a minimum of 2,000 square feet of lot area per dwelling unit.**Footnote¹⁷** – Public buildings, schools, or institutions of an educational, religious, or charitable nature which are permitted in the R-2, R-3, and R-4 Districts may be erected to a height not to exceed 75 feet, if the building is set back from the building line at least one foot for each one foot of additional building height above the height limit otherwise applicable.**Footnote¹⁸** – In the Multiple-Family Residential, Business, or Industrial Districts, a buffer yard and/or landscaping buffer may be required if the property is adjacent to the MOR Zoning District or any residential district, in accordance with Table VI-1 Buffer Yard, and Table VI-2 Landscaping Buffer.

For more information on zoning in the City of Urbana call or visit:

City of Urbana

Community Development Services Department

Planning Division

400 South Vine Street, Urbana, Illinois 61801

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City Website: www.urbanail.gov



R-5 – MEDIUM HIGH DENSITY MULTIPLE-FAMILY RESIDENTIAL ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the R-5 Zoning District is as follows:

"The R-5, Medium High Density Multiple-Family Residential District is intended to provide areas for multiple-family dwellings at densities ranging up to medium high."

The following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the R-5 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

PERMITTED USES:

Agriculture

Agriculture, Cropping

Business - Recreation

Country Club or Golf Course
Lodge or Private Club

Public and Quasi-Public

Church, Temple or Mosque
Elementary, Junior High School or Senior High School
Institution of an Educational or Charitable Nature
Library, Museum or Gallery
Municipal or Government Building
Park

Residential

Assisted Living Facility
Boarding or Rooming House
Dormitory
Dwelling, Community Living Facility, Category I, Category II and Category III
Dwelling, Duplex***
Dwelling, Duplex (*Extended Occupancy*)***
Dwelling, Home for Adjustment
Dwelling, Multifamily
Dwelling, Multiple-Unit Common-Lot-Line***
Dwelling, Single Family
Dwelling, Single Family (*Extended Occupancy*)
Dwelling, Transitional Home, Category I and II
Dwelling, Two-Unit Common-Lot-Line***
Nursing Home

SPECIAL USES:

Industrial

Solar Farm

Public and Quasi-Public

Hospital or Clinic
Methadone Treatment Facility
Police or Fire Station
Principal Use Parking Garage or Lot

PLANNED UNIT DEVELOPMENT USES:

Business – Miscellaneous

Mixed-Use Planned Unit Development (*See Section XIII-3*)

Residential

Residential Planned Unit Development (*See Section XIII-3*)

CONDITIONAL USES:

Agriculture

Artificial Lake of One (1) or More Acres

Business – Miscellaneous

Day Care Facility (*Non-Home Based*)

Business – Personal Services

Mortuary

Business – Professional and Financial Services

Professional and Business Office

Public and Quasi-Public

Electrical Substation

Residential

Bed and Breakfast, Owner Occupied

Table V-1 Notes:

*** See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

DEVELOPMENT REGULATIONS IN THE R-5 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) ¹	MIN SIDE YARD (in feet) ¹	MIN REAR YARD (in feet) ¹
R-5	6,000	60	35	0.90	0.30	15 ⁹	5 ¹⁸	5 ¹⁸

FAR = Floor Area Ratio

OSR = Open Space Ratio

Footnote¹ – See Section VI-5 and Section VIII-4 for further information about required yards.

Footnote⁹ – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)

Footnote¹⁸ – In the Multiple-Family Residential, Business or Industrial Districts, a buffer yard and/or landscaping buffer may be required if the property is adjacent to the MOR Zoning District or any residential district, in accordance with Table V-1 Buffer Yards and Table VI-2 Landscaping Buffer.

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Community Development Services Department

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City Website: www.urbanail.gov



B-2 – NEIGHBORHOOD BUSINESS–ARTERIAL ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the B-2 Zoning District is as follows:

"The *B-2, Neighborhood Business-Arterial District*, is intended to provide areas of limited size along arterial streets in proximity to low density residential areas for a limited range of basic commercial trade and personal services. This district is also intended to provide areas for new high density residential uses. These business and residential uses may occur in the same structure. Due to the location of arterial streets in many residential neighborhoods where commercial and high density residential uses would not be appropriate, the B-2 District shall be limited to only those areas that have been so designated in the City's adopted Comprehensive Plan and related amendments."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the B-2 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

PERMITTED USES:

Agriculture

Garden Shop

Business - Food Sales and Service

Bakery (*Less than 2,500 square feet*)

Café or Deli

Catering Service

Confectionery Store

Convenience Store

Meat and Fish Market

Restaurant

Supermarket or Grocery Store

Business - Miscellaneous

Day Care Facility (Non-Home Based)

Mail-Order Business (*Less than 10,000 square feet of gross floor area*)

Business - Personal Services

Barber/ Beauty Shop

Dry Cleaning or Laundry Establishment

Health Club/ Fitness

Laundry and/or Dry Cleaning Pickup

Massage Therapist

Mortuary

Pet Care/ Grooming

Self-Service Laundry

Shoe Repair Shop

Tailor and Pressing Shop

Business – Professional and Financial Services

Bank/ Savings and Loan Association

Check Cashing Service

Copy and Printing Service

Packaging/ Mailing Service

Professional and Business Office

Business - Retail Trade

Appliance Sales and Service

Art and Craft Store and/or Studio

Bicycle Sales and Service

Clothing Store

Drugstore

Electronic Sales and Service

Florist

Hardware Store

Heating, Ventilating, Air Conditioning Sales and Service

Jewelry Store

Music Store

Pet Store

Photographic Studio and Equipment Sales and Service

Shoe Store

Sporting Goods

Stationery, Gifts or Art Supplies

Tobacconist

Variety Store

Video Store

PERMITTED USES Continued:**Public and Quasi-Public**

Church, Temple or Mosque
 Institution of an Educational or Charitable
 Nature
 Library, Museum or Gallery
 Municipal or Government Building
 Park
 Police or Fire Station
 Principal Use Parking Garage or Lot

Residential

Assisted Living Facility
 Bed and Breakfast Inn
 Bed and Breakfast, Owner Occupied
 Boarding or Rooming House
 Dormitory
 Dwelling, Community Living Facility, Category I,
 Category II and Category III
 Dwelling, Duplex***
 Dwelling, Duplex*** (*Extended Occupancy*)
 Dwelling, Home for Adjustment
 Dwelling, Loft
 Dwelling, Multifamily
 Dwelling, Single Family
 Dwelling, Single Family (*Extended Occupancy*)
 Dwelling, Transitional Home, Category I and II
 Dwelling, Two-Unit Common-Lot-Line***
 Nursing Home

SPECIAL USES:**Business - Cannabis**

Dispensary (Non-Medical)

Business - Miscellaneous

Shopping Center - Convenience

Industrial

Microbrewery

Public and Quasi-Public

Utility Provider

PLANNED UNIT DEVELOPMENT:**Business - Miscellaneous**

Commercial Planned Unit Development (*See Section XIII-3*)
 Mixed-Use Planned Unit Development (*See Section XIII-3*)

CONDITIONAL USES:**Agriculture**

Plant Nursery or Greenhouse

Business – Food Sales and Services

Banquet Facility
 Fast-Food Restaurant
 Liquor Store

Business – Recreation

Lodge or Private Club
 Theater, Outdoor****

Business – Retail

All Other Retail Stores

Business – Transportation

Taxi Service

Business– Miscellaneous

Contractor Shop and Showroom (*Carpentry,
 Electrical, Exterminating, Upholstery, Sign
 Painting and Other Home Improvement Shops*)
 Lawn Care and Landscaping Service
 Radio or TV Studio

Business – Vehicular Sales and Services

Automobile Accessories (*New*)
 Gasoline Station

Industrial

Bookbinding
 Confectionery Products Manufacturing and
 Packaging
 Motion Picture Production Studio

CONDITIONAL USES Continued:**Public and Quasi-Public**

Electrical Substation

Residential

Dwelling, Multiple-Unit Common-Lot-Line***

Table V-1 Notes:

*** See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

**** See Table VII-1 for Standards for Specific Conditional Uses.

DEVELOPMENT REGULATIONS IN THE B-2 DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) ¹	MIN SIDE YARD (in feet) ¹	MIN REAR YARD (in feet) ¹
B-2	6,000	60	35 ³	1.50 ⁴	0.15	15	7	10

FAR = Floor Area Ratio

OSR = Open Space Ratio

Footnote¹ – See Section VI-5 and Section VIII-4 for further information about required yards.

Footnote³ – In the AG, CRE, B-1, B-2, MOR and IN-1 Zoning Districts, and for residential uses in the B-3 and B-4 Districts, if the height of a building two stories or exceeds 25 feet, the minimum side and rear yards shall be increased as specified in Section VI-5.F.3 and Section VI-5.G.1, respectively. In the AG and CRE Districts, the maximum height specified in Table VI-3 shall not apply to farm buildings. However, the increased setbacks required in conjunction with additional height, as specified in Section VI-5, shall be required for all non-farm buildings.

Footnote⁴ – (Reserved)

For more information on zoning in the City of Urbana call or visit:

City of Urbana**Community Development Services Department****Planning Division**

400 South Vine Street, Urbana, Illinois 61801

(217) 384-2440 phone | Email: Planning@urbanail.govCity Website: www.urbanail.gov

Ordinance No. 2024-12-042

AN ORDINANCE ESTABLISHING APPROVAL, POLICY, AND REPORTING REQUIREMENTS FOR SURVEILLANCE TECHNOLOGY

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 reaffirmed its commitment as a sanctuary city in Resolution No. 2016-12-070R, stating that “the City Council and the Mayor will join with councils and mayors from other communities around the country to stand with our immigrant residents and defend policies that welcome and protect immigrants...” and that “no city employee or official or department or agency of the City of Urbana shall request information about or otherwise investigate or assist in the investigation of the citizenship or immigration status of any person unless such inquiry or the investigation is required by a court order...”; and

WHEREAS, the City of Urbana adopted the Ten Shared Principles on June 22, 2020 in Resolution No. 2020-06-031R which states “We reject discrimination toward any person that is based on race, ethnicity, religion, color, nationality, immigrant status, sexual orientation, gender, disability, or familial status;” provides support to “build and rebuild trust through procedural justice, transparency, accountability, and honest recognition of past and present obstacles” and advocates for “the four pillars of procedural justice, which are fairness, voice (i.e., an opportunity for citizens and police to believe they are heard), transparency, and impartiality”; and

WHEREAS, it is the Urbana City Council (“Council” or “City Council”) and City's responsibility to legislate matters of public safety and accountability to the public, and any use or expense of surveillance technology require due public process and approval from City Council; and

WHEREAS, the Urbana City Council finds that no decision relating to surveillance technology should be made without collaborative community input and consideration of the impact such technologies may have on civil rights and civil liberties, including those rights guaranteed by Article I of the Illinois Constitution and the First, Fourth, and Fourteenth Amendments to the United States Constitution; and

WHEREAS, the use of surveillance technologies are known to have had a significant, detrimental impact on civil rights and civil liberties, namely the invasion of an individual's privacy and infringing on their right to be left alone, including those guaranteed by the First, Fourth and Fourteenth Amendments to the United States Constitution, and thus it is incumbent on the police seeking to fund, acquire, or use a surveillance technology to expressly identify the potential adverse impacts the technology may have on civil rights and civil liberties and what specific measures it will undertake to prevent such adverse impacts; and

WHEREAS, surveillance technologies can create oppressive, stigmatizing environments when used indiscriminately, continuously, or pervasively, especially for communities that have historically been disproportionately targeted by their use, such as communities of color, low-income communities, and politically active communities; and

WHEREAS, the urgency to publicly process the acquisition of surveillance technologies is necessitated by new concerns whether surveillance technologies will be used to apprehend people from out-of-state seeking abortions and other reproductive healthcare in Illinois; people without legal immigration status who seek asylum and would be sought for deportation; peaceful individuals or organizations exercising their rights, including expressing grievances against the government; and people whose race, national origin, ethnic identity, gender identity, sexual orientation, or other protected demographics place them under potential for additional surveillance; and

WHEREAS, the need for a public process to acquire surveillance technologies is further required because of the likelihood that federal law enforcement agencies will access any data stored by surveillance technologies; and

WHEREAS, as of the passing of this ordinance, there is no current city policy on the use and acquisition of police surveillance technology, and it is therefore necessary to clarify the Council's position on the required processes of public accountability;

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

Section 1. Purpose:

The purpose of this ordinance is to provide transparency, oversight, and accountability regarding the acquisition and use of surveillance technology and the data it collects by the City of Urbana police department, and to protect privacy, civil rights, and racial and immigrant justice.

Section 2. Approval Process for Surveillance Technology Acquisition or Use

(a) When the Police Department seeks to acquire or use new surveillance technology or change an existing Use Policy, it shall, prior to such acquisition or use obtain approval by majority vote of the Urbana City Council prior to purchasing, acquiring, or using any new surveillance technology (as defined in Attachment A of this Ordinance), which includes adding data from a new source or new analytic tools in a manner which changes the functionality of the existing data collected by the surveillance technology.

(b) At least thirty (30) days prior to seeking approval of a surveillance technology, the City shall submit to the City Council and make publicly available a written and unredacted surveillance technology “Use Report,” along with a draft of the proposed surveillance technology “Use Policy” (as defined in Attachment A of this Ordinance). During this time, the public will have the opportunity to provide input to the City Council.

(c) Once approved or denied by the City Council, surveillance technology may be reconsidered under the following circumstances and procedures:

(1) Twelve (12) months or more after its most recent vote to approve or reconsider the technology;

(2) At any time, due to a demonstrable material change in circumstances that may affect the City Council’s intent in previously approving or denying the use of a particular technology, including but not limited to the following:

a. evidence showing that the approved use of a technology has led to an outcome indicating a discriminatory impact or some other infringement of individual rights;

b. a change in the law that changes or materially impacts the previously approved or denied use of such technology;

c. the revelation of a previously unknown capability, functionality, or application of the approved technology that is inconsistent with the City Council’s previous intent in approving or denying the technology; or

(3) A request to reconsider a previously approved or denied surveillance technology may be placed on a Committee of the Whole agenda by the Mayor or by council members consistent with City Council rules in effect at the time of the request.

(4) Once a request for reconsideration is placed on a Committee of the Whole agenda, the City Council must then vote on whether to proceed with formal reconsideration of the technology.

(5) Approval of reconsideration under paragraph (c)(1) of this section shall be by a simple council majority. Approval of reconsideration under paragraph (c)(2) of this section shall be by a 2/3 vote of the corporate authorities.

(6) If a request for reconsideration is approved by the City Council, the party requesting reconsideration will present to the City Council the material basis for the reconsideration, if applicable, and any proposed Council action, at a future Committee of the Whole meeting.

Section 3. Standard for Approval of Surveillance Technology

a) When evaluating a request for the use of surveillance technology, the City Council may consider a range of factors, including but not limited to:

- i) The potential public safety benefits and effectiveness of the technology.
- ii) The economic, social, and community costs associated with its implementation and use.
- iii) Any potential impacts on civil liberties and civil rights, including privacy concerns.
- iv) The possibility of disparate impacts on specific communities or groups.
- v) Safeguards or oversight mechanisms that could mitigate risks or unintended consequences.
- vi) Alternative methods or technologies that could achieve similar outcomes with fewer negative effects.

Section 4. Reporting and Approval of Existing Surveillance Technologies

(a) For all existing or hereinafter approved surveillance technology in use, a “Surveillance Technology Annual Report” will be publicly available and presented to City Council each year, which includes a current copy of the “Use Policy” for each technology and other information included in the definitions in Attachment A.

(b) For all surveillance technology referenced here that are already in use at the time this Ordinance is approved:

- (i) The City shall present to City Council a “Use Report” and “Use Policy” for each technology in use, within one hundred twenty (120) days of the passing of this Ordinance, unless otherwise extended with approval by majority vote from City Council. No more than two (2) extensions shall be granted for any individual technology or database in use.

(ii) The existing surveillance technologies shall require a formal approval process (as outlined in Section 2 and 3 of this Ordinance) as soon as the information on each technology is made available.

(iii) If the Council has not approved the continuing use of the surveillance technology, including the Use Report and the Use Policy, within one hundred eighty (180) days of its submission to the Council, unless otherwise extended, the City Department shall cease its use of the surveillance technology and the sharing of surveillance data therefrom until such time as Council approval by majority vote is obtained in accordance with this Ordinance.

(iv) During the period that continued use is not yet approved, the technology or database contract shall not be renewed or extended even if the result would be the termination of availability of the use before one hundred eighty (180) days.

Section 5. Contractual Agreements Involving Surveillance Technology

(a) Except where otherwise allowed under this Ordinance all contracts or agreements for the acquisition or use of surveillance technology, regardless of duration or cost, shall require formal approval by a majority vote of the City Council prior to execution.

(b) Prior to approval, City Departments, through the Mayor's Office, shall provide all members of City Council with a complete copy of any and all contract(s) or other agreement(s) for the purchase, acquisition, or use of any new surveillance technology. Consistent with its obligations under the Illinois Freedom of Information Act (FOIA) and current practice, the City shall not enter into a nondisclosure agreement or contractual confidentiality provision with any surveillance technology vendor or third party provider that limits or purports to limit the disclosure of records or information subject to FOIA..

(c) The City shall not enter into any contract or other agreement that facilitates the sharing of surveillance data in the City's possession with any non-governmental entity or third party in exchange for money or other consideration, whether or not such surveillance data was generated by or is owned by the City. Any such contracts or agreements signed prior to the enactment of this ordinance that are inconsistent with this section shall be terminated as soon as is permissible under the terms of the agreement.

Section 6. Disaster Circumstances

(a) Notwithstanding the provisions of this ordinance, the Urbana Police Department may temporarily acquire or temporarily use surveillance technology in disaster circumstances for a period not to exceed thirty (30) days, with approval from the Mayor or their designee, without following the provisions of approval stated in this ordinance before that acquisition or use. No more than two (2) consecutive periods of disaster circumstantial use shall be granted for any individual technology or database.

(b) If the Urbana Police Department acquires or uses surveillance technology in disaster circumstances under this section, the Department must:

(i) Report that acquisition or use to the City Council in writing within thirty (30) days following the end of those disaster circumstances and the use of the surveillance technology.

(ii) Submit a Use Report and, if necessary, a technology-specific Use Policy to the City Council regarding that Surveillance Technology within thirty (30) days following the end of those disaster circumstances.

(iii) Include that surveillance technology in the next Surveillance Technology Annual Report to the City Council following the end of those disaster circumstances.

(iv) If the City Department is unable to meet the 30-day timeline to submit a surveillance technology Use Report and, if necessary, a technology-specific Use Policy to the City Council, the City Department must notify the City Council in writing requesting to extend this period. The City Council may grant extensions in 30-day increments beyond the original 30-day timeline to submit a surveillance technology Use Report, and, if necessary, a technology-specific Use Policy.

(v) Any surveillance technology Use Report, and, if necessary, any technology-specific Use Policy submitted to the City Council under this subsection shall be made publicly available on the City's website upon submission to the City Council.

(vi) Any Surveillance Technology Use Report and, if necessary, technology-specific Use Policy submitted to the City Council under this section may be redacted to the extent required to comply with an order by a court of competent jurisdiction, or to exclude information that, in the reasonable discretion of the Urbana Police Department or other City Department, would, if disclosed, materially jeopardize an

ongoing investigation or otherwise represent a significant risk to public safety and security; provided, however, that any information redacted pursuant to this paragraph will be released in the next Surveillance Technology Annual Report following the point at which the reason for such redaction no longer exists.

(c) Departments using approved surveillance technologies or other technologies with unutilized and unapproved surveillance capabilities may apply a technical patch or upgrade that is necessary to maintain essential operations or to mitigate cyber security threats to the City. The department shall not use any unapproved new surveillance capabilities of the technology until the requirements of this ordinance are met or unless the Mayor or the Mayor's designee determines that the use is unavoidable; in that case, the Mayor shall request City Council approval as soon as possible. The request shall include a report to the City Council of how the altered surveillance capabilities were used since the time of the upgrade.

Section 7. Destruction of Improperly Collected Data

(a) Prohibition on Use or Disclosure

Any data collected through the use of surveillance technology in violation of this ordinance, and any data or information derived from such data, shall not:

1. Be knowingly used or introduced as evidence by any City department, agency, employee, or official in any criminal, civil, or administrative proceeding against any member of the public, except in a proceeding alleging a violation of this ordinance; or
2. Be knowingly disclosed or provided by any City department, agency, employee, or official to any other person or entity for the purpose of investigation, enforcement, or evidentiary use.

(b) Preservation Pending Review

Upon discovery that data may have been created or collected in violation of this ordinance, the City department possessing the data shall:

1. Segregate and preserve the data pending review; and
2. Promptly notify the appropriate prosecuting authority if the data relates to a known or reasonably foreseeable criminal investigation or prosecution.

(c) Review for Evidentiary and Discovery Obligations

Before any deletion or destruction of data subject to this section:

1. The appropriate prosecuting authority shall be given a reasonable opportunity to determine whether the data must be preserved to comply with constitutional, statutory, or court-imposed disclosure obligations, including obligations recognized under *Brady v. Maryland* and applicable Illinois discovery rules.

2. If the prosecuting authority determines that the data may be material to the defense in a criminal case, a copy of the potentially material data shall be disclosed to the defendant in accordance with applicable law before any deletion or destruction.

(d) Deletion and Destruction

After completion of the review described above, and once the City determines that retention is not required by law, court order, evidentiary obligations, or pending litigation, the data and any derivatives shall be permanently deleted or destroyed as soon as possible under applicable records retention requirements.

(e) Documentation

The City department or agency responsible for the surveillance technology shall document:

1. The determination that the data was collected in violation of this ordinance;
2. Any review conducted under subsection (c); and
3. The date and method of deletion or destruction.

Such documentation shall be retained in accordance with applicable records retention laws.

Section 8. Surveillance Technology Reporting Oversight and Policy Review

- (a) The Civilian Police Review Board (CPRB) shall review each Surveillance Technology Annual Report, Use Report, and Use Policy of surveillance technology or database subject to this ordinance, with a final vote on the recommendation by CBRP before moving to the Urbana City Council Committee of the Whole. If the CPRB is not able to review the reports and policies in a reasonable time-frame due to logistical factors, the City Department will present the reason for lack of CPRB review to council.
- (b) The CPRB and the Human Rights Commission (HRC) may hear complaints within their existing authority under the City Code that involve the use of surveillance technology or databases.
- (c) Upon request by the CPRB or HRC, City Departments shall provide records relevant to a complaint properly before that body that involves the use of surveillance technology or databases.
- (d) The City Council and CPRB, in its review of Surveillance Technology Annual Reports and Use Reports, may request and shall be entitled to receive and review records related to the use of such technology by City Departments.

Section 9. Incorporation of State Law; Conflict

The Protecting Household Privacy Act, 5 Illinois Compiled States 855/1 set seq., the Freedom from Drone Surveillance Act, 725 Illinois Compiled Statutes 167/1 et seq., and the Freedom from Location Surveillance Act, 725 Illinois Compiled Statutes 168/1 et seq., are incorporated herein by reference as part of this article. In the case of a conflict between a provision of state law and a provision of this article, the more stringent provision shall control.

Section 10. Definitions

The list of relevant definitions is included in Attachment A as part of this Ordinance.

[The final version will be formatted for city code]

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

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

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

Diane Wolfe Marlin, Mayor

ATTACHMENT A
(Ordinance No. 2024-12-042)

Definitions:

1) *Disaster Circumstances* mean occurrences that are determined by the Mayor or their designee to meet the definition of a “disaster” under the Illinois Emergency Management Agency Act (220 ILCS 3305/1 et seq), meaning “an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological, or human cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, public health emergencies, cyber incidents, or acts of domestic terrorism.” The use of surveillance technology in disaster circumstances shall not infringe upon an individual’s right to peacefully protest or exercise other lawful and protected constitutional rights.

2) *Surveillance* means the act of observing or analyzing the movements, behavior, or actions of identifiable individuals.

4) *Surveillance Technology* means any device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, associational, or similar information specifically associated with, or capable of being associated with, any identifiable individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance monitoring device, hardware, or software.

a) Examples of Surveillance Technology include, but are not limited to:

1. International mobile subscriber identity (IMSI) catchers and other cell-site simulators;
2. Automatic license plate readers;
3. Closed-circuit television cameras except as otherwise provided herein;
4. Biometric Surveillance Technology, including facial, voice, iris, and gait-recognition software and databases;
5. Gunshot detection and location hardware and services;
6. GPS tracking systems that monitor an individual’s location without authorization;
7. X-ray vans;
8. Video and audio monitoring and/or recording technology that can be remotely accessed, including privately owned devices such as doorbell or private security cameras;

9. Surveillance enabled or capable light bulbs or light fixtures;
10. Tools, including software and hardware, used to gain unauthorized access to a mobile device, computer, computer service, or computer network;
11. Social media monitoring software;
12. Through-the-wall radar or similar imaging technology;
13. Passive scanners of radio networks;
14. Long-range Bluetooth and other wireless-scanning devices;
15. Thermal imaging or “forward-looking infrared” devices or cameras;
16. Electronic database systems containing or analyzing surveillance data about identifiable individuals;
17. Radio-frequency identification (RFID) scanners; and
18. Use of aerial drones by or on behalf of the City within City limits, in addition to compliance with the Illinois Freedom from Drone Surveillance Act
19. Software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software.

b) Surveillance Technology does not include the following devices, software, or hardware, which are exempt from the requirements of this ordinance, unless the devices, hardware, or software are modified to include additional surveillance capabilities:

1. Routine office hardware, such as televisions, computers, and printers, that are in widespread public use and will not be used for any surveillance or surveillance- related functions;
2. Parking ticket devices (PTDs) and related databases;
3. Manually-operated, non-wearable, handheld digital cameras, audio recorders, and video recorders that are not designed to be used surreptitiously and whose functionality is used for manually capturing and manually downloading video and/or audio recordings;
4. Cameras installed in or on a police vehicle;
5. Body-worn cameras as required by the Illinois Law Enforcement-Worn Body Camera Act, 50 ILCS 706/10-1 *et seq.*, as amended;
6. Cameras installed pursuant to state law authorization in or on any vehicle or along a public right-of-way solely to record traffic violations or traffic patterns, provided that the Surveillance Data gathered is used only for that purpose;
7. Surveillance devices that cannot record or transmit audio or video or be remotely accessed, such as image stabilizing binoculars or night vision goggles;
8. City databases that do not and will not contain any Surveillance Data or other information collected, captured, recorded, retained, processed, intercepted, or analyzed by Surveillance Technology;

9. Manually-operated technological devices that are used primarily for internal City communications and are not designed to surreptitiously collect Surveillance Data, such as radios and email systems;
10. Card readers and key fobs used by City employees and other authorized persons for access to City-owned or controlled buildings and property;
11. Cameras installed on City property solely for security purposes, including closed-circuit television cameras installed by the City to monitor entryways and outdoor areas of City-owned or controlled buildings and property for the purpose of controlling access, maintaining the safety of City employees and visitors to City buildings, and protecting City property;
12. Security cameras including closed-circuit television cameras installed by the City to monitor cashiers' windows and other cash-handling operations on City property and to maintain the safety of City employees and visitors to such areas;
13. Technology that monitors only City employees in response to complaints of wrongdoing or in order to prevent waste, fraud, or abuse of City resources.
14. Personal communication devices that have not been modified beyond stock manufacturer capabilities in a manner described above, provided that any bundled Face Recognition Technology is only used for the sole purpose of user authentication in the regular course of conducting City business.

(c) "Use Report" shall mean a publicly released, legally enforceable written report that includes, at a minimum, the following:

- (i) Information describing the surveillance technology and how it works.
- (ii) Information on the proposed purpose(s) of the surveillance technology.
- (iii) If the surveillance technology will not be uniformly deployed throughout the city, what factors will be used to determine where the technology will be deployed or targeted, and the location(s) where it may be deployed and crime statistics for such location(s).
- (iv) The fiscal impact of the surveillance technology, including initial purchase and other known ongoing costs, including impact on personnel time, along with any current or potential sources of funding.
- (v) An assessment of whether use of the surveillance technology will have an unwarranted disparate impact on protected classes and demographics, as defined in the Illinois Civil Rights Act of 2003, the Urbana Human Rights Ordinance, and other relevant laws and policies.

(vi) An assessment identifying any potential adverse impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, and what specific, affirmative measures will be implemented to safeguard the public from the potential adverse impacts.

(vii) Whether use or maintenance of the surveillance technology will require data gathered by the technology to be handled or stored by a third-party vendor on an ongoing basis.

(d) “Use Policy” shall mean a publicly released, legally enforceable written policy governing the use of the surveillance technology that, at a minimum, includes and addresses the following:

(i) Purpose: What specific purpose(s) the surveillance technology is intended to advance.

(ii) Description of the authorization for use of the surveillance technology: specifically, what legal and procedural rules will govern each authorized use; what potential uses of the surveillance technology will be expressly prohibited such as the warrantless surveillance of public events and gatherings; and how and under what circumstances will surveillance data that was collected, captured, recorded, or intercepted by the police technology be analyzed and reviewed.

(iii) Description of data collection, protection, and retention: specifically, what types of surveillance data will be collected, captured, recorded, intercepted, or retained by the police technology; what safeguards will be used to protect surveillance data from unauthorized access; for what maximum limited time period the surveillance data will be retained; and by what process the surveillance data will be regularly deleted after the retention period.

(iv) Description of data sharing: specifically, which governmental agencies, departments, bureaus, divisions, or units will be approved for data sharing; how such sharing is necessary for the stated purpose and use of the surveillance technology; and what mechanisms will ensure any entity sharing access to the surveillance technology or surveillance data complies with the applicable surveillance use requirements within the Urbana “Use Policy” and does not further disclose the surveillance data to unauthorized persons and entities.

(v) Training: The training required for any individual authorized to use the surveillance technology or to access information collected by the surveillance technology.

(vi) Auditing and Oversight: The mechanisms to ensure that the surveillance use policy is followed, including internal personnel assigned to ensure compliance with the surveillance use policy, internal record keeping of the use of the technology or access to information collected by the technology, technical measures to monitor for misuse, any independent person or entity with oversight authority.

(e) “Surveillance Technology Annual Report” shall mean a written report covering each surveillance technology in use over the past year that is publicly released at least once per year and shall, at a minimum, include the following:

- (i) A summary of how each surveillance technology was used, including locations and neighborhoods where technology or equipment was deployed, and information that may assist the City Council to assess whether the surveillance technology has been effective at achieving its identified purposes.
- (ii) Total annual costs for each surveillance technology and database, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (iii) How often and what type of collected surveillance data was shared with and received from any external persons or entities; under what legal standard(s) the information was disclosed; and the justification for the disclosure(s).
- (iv) A summary of complaints or concerns that were received about each surveillance technology.
- (v) The results of any internal audits, any information about violations of the Use Policy, and any actions taken in response to complaints or concerns.
- (vi) Justification for the continued use of each surveillance technology.