

---

**DATE:** Monday, August 28, 2023  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

---

## AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
  - 1. 04-24-2023 Minutes
  - 2. 05-08-2023 Minutes
  - 3. 05-15-2023 Special Meeting Minutes
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Reports of Officers
  - 1. [FY 2022-2023 Consolidated Annual Performance Evaluation Report \(CAPER\)](#)
- G. Reports of Standing Committees
- H. **Committee of the Whole** (*Council Member Grace Wilken, Ward 6*)
  - 1. **Consent Agenda**
    - [a. Ordinance No. 2023-08-028:](#) An Ordinance Approving a Major Variance (Front Yard Encroachment at 410 North Lincoln Avenue / ZBA-2023-MAJ-02) - CD
    - [b. Ordinance No. 2023-08-029:](#) An Ordinance Amending Urbana City Code Chapter 24, Article VI (Urbana Public Television Commission) - Exec
    - [c. Resolution No. 2023-08-078R:](#) A Resolution Approving an Intergovernmental Agreement Concerning Geographic Information System Services - PW
  - 2. **Regular Agenda**
    - [a. Ordinance No. 2023-08-030:](#) An Ordinance Amending Urbana City Code Chapter Three, Section 3-43 (Increasing the number of Class A liquor licenses for Urbana Boulders, LLC, d/b/a Urbana Boulders, 1502 ½ Cunningham Avenue, Urbana, IL) - Exec

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

- b.** **Ordinance No. 2023-08-031:** An Ordinance Amending Section 24-172 of the Urbana City Code and the Schedule of Fees Pertaining to the Stormwater Utility Fee - PW

**I. Reports of Special Committees**

**J. Mayoral Appointment**

- 1.** **Bicycle and Pedestrian Advisory Committee (Urbana Park District Representative, Term ending 06/30/2026)**  
*- Kennan Portis*

**K. Adjournment**

## PUBLIC INPUT

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

### **Email Input**

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

### **Written Input**

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

### **Verbal Input**

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

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

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

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the

meeting record.

**Accommodation**

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

- Phone: 217.384.2366
- Email: [CityClerk@urbanillinois.us](mailto:CityClerk@urbanillinois.us)



# **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

## **CITY OF URBANA AND URBANA HOME CONSORTIUM JULY 1, 2022 – JUNE 30, 2023**

A Report of Activities Undertaken by the City of Urbana and  
The Urbana/Champaign/Champaign County HOME Consortium  
Through the Community Development Block Grant, and  
The HOME Investment Partnership Grant  
During the Year Ending June 30, 2023

Prepared by:  
City of Urbana  
Grants Management Division  
Draft : August 21, 2023

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Urbana and Urbana HOME Consortium made significant progress toward many of the goals set out in the 5-year Consolidated Plan, and 2022-2023 Annual Action Plan. CDBG funds supported a wide-range of projects including the City's Housing Rehabilitation Program, infrastructure improvements in low-income areas, a neighborhood cleanup event, and grants to local non-profits and service providers. HOME funds committed to Courage Connection and Champaign County Regional Planning Commission have resulted in Tenant-Based Rental Assistance (TBRA) to thirty six (36) households in need of affordable rental housing. The Urbana HOME Consortium continues to provide funding to Habitat for Humanity and First Followers to support their affordable housing programs. In FY 2022-2023, Habitat utilized HOME funds to build high-quality affordable housing for seven (7) low-income families.

In the 2022-2023 fiscal year, CDBG funds committed to the City of Urbana resulted in twenty five (25) owner-occupied housing units being rehabilitated through the City's Emergency/Access Grant Program and Senior Repair Program. Residents served through these programs were verified to be low-income, and resided primarily in the City's Community Development Target Areas. The City also committed CDBG funds to Urbana Neighborhood Connections Center through the Youth Services Grant Program. UNCC's programs provided after-school educational and recreational programming to thirty nine (39) low-income Urbana youth. Additionally, CDBG funds supported three formerly homeless Urbana with housing and case management through the Transitional Housing Program.

Another major initiative undertaken by the Grants Management Division was a sidewalk improvement project. This project utilized CDBG funds to expand and improve sidewalk quality and accessibility in targeted neighborhoods. Minor infrastructure repairs such as sidewalk improvements are regularly requested by Urbana residents during the public input process. The City will continue to invest CDBG funds into minor infrastructure projects in targeted neighborhoods in the future.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Address Barriers to Affordable Housing	Affordable Housing Non-Housing Community Development	HOME: \$94,658	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	10	122	1,220.00%	10	36	360.00%
Coordinate with Housing Authority	Affordable Housing Public Housing	HOME: \$295,110	Rental units constructed	Household Housing Unit	75	0	0.00%	30	0	0.00%
Coordinate with Housing Authority	Affordable Housing Public Housing	HOME: \$295,110	Rental units rehabilitated	Household Housing Unit	10	26	260.00%	60	2	3.33%
Preserve Consortium Neighborhoods	Non-Housing Community Development	CDBG: \$500,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	100	47435	47,435.00%	25	150	600.00%

Preserve Consortium Neighborhoods	Non-Housing Community Development	CDBG: \$25,000	Buildings Demolished	Buildings	6	0	0.00%	2	0	0.00%
Preserve Existing Affordable Housing Supply	Affordable Housing	CDBG: \$110,000	Homeowner Housing Rehabilitated	Household Housing Unit	10	54	540.00%	5	26	520.00%
Provide decent affordable housing opportunities	Affordable Housing	CDBG: \$25,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	25	306	1,224.00%	10	254	2,540%
Provide decent affordable housing opportunities	Affordable Housing	HOME: \$235,603	Rental units constructed	Household Housing Unit	8	0	0.00%	8	0	0.00%
Provide decent affordable housing opportunities	Affordable Housing	HOME: \$30,000	Rental units rehabilitated	Household Housing Unit	5	4	80.00%	2	4	200.00%
Provide decent affordable housing opportunities	Affordable Housing	HOME: \$109,500	Homeowner Housing Added	Household Housing Unit	0	4	0.00%	4	7	175%
Provide decent affordable housing opportunities	Affordable Housing	CDBG: \$110,000	Homeowner Housing Rehabilitated	Household Housing Unit	40	50	125.00%	3	26	866.67%
Provide decent affordable	Affordable Housing	CDBG: \$0	Direct Financial Assistance to Homebuyers	Households Assisted	10	2	20.00%	10	0	0.00%

housing opportunities		HOME: \$0								
Provide decent affordable housing opportunities	Affordable Housing	CDBG: \$0 HOME: \$0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	50	122	244.00%	10	36	360%
Provide decent affordable housing opportunities	Affordable Housing	CDBG: \$0 HOME: \$0	Businesses assisted	Businesses Assisted	2	29	1,450.00%	0	0	0.00%
Provide decent affordable housing opportunities	Affordable Housing	CDBG: \$25,000	Buildings Demolished	Buildings	4	0	0.00%	2	0	0.00%
Provide decent affordable housing opportunities	Affordable Housing	CDBG: \$25,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	3839	N/A	150	250	166.67%
Reduce Lead Exposure Risk	Lead Based Paint Hazard Removal	CDBG: \$110,000	Homeowner Housing Rehabilitated	Household Housing Unit	25	36	144.00%	5	26	520.00%
Support Homeless Needs	Homeless Non-Housing Community Development	HOME: \$97,543	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	10	122	1,220.00%	10	36	360.00%
Support Infrastructure Improvements	Non-Housing Community Development	CDBG: \$500,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	400	12815	3,203.75%	25	150	600.00%

Support Services & Training for Low-Income Persons	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$50,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	284	568.00%	10	254	2,540.00%
Support Services & Training for Low-Income Persons	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$25,000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	15	9	60.00%	9	9	100.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The City of Urbana’s Community Development Block Grant funds have been specifically targeted towards the priorities and objectives identified in the City of Urbana’s FY 2022-2023 Annual Action Plan to benefit low- and moderate-income residents. The first goal noted on the Plan under section AP-20 is to provide decent affordable housing opportunities. CDBG funds have been leveraged to advance this goal through rehabilitation of the homes of low-income owner-occupants and transitional housing rental units for homeless families. HOME funds are used throughout the Consortium geography to develop new homeownership units to sell to low-income homebuyers, while tenant-based rental assistance funds are used to ensure that households in need of funding assistance are able to maintain housing. The HOME funded whole-housing rehabilitation program also helps in this regard by bringing single-family houses that are owner occupied by low-income households, up to code. The second goal noted on the Plan to preserve the existing affordable housing supply is also primarily advanced through the CDBG-and

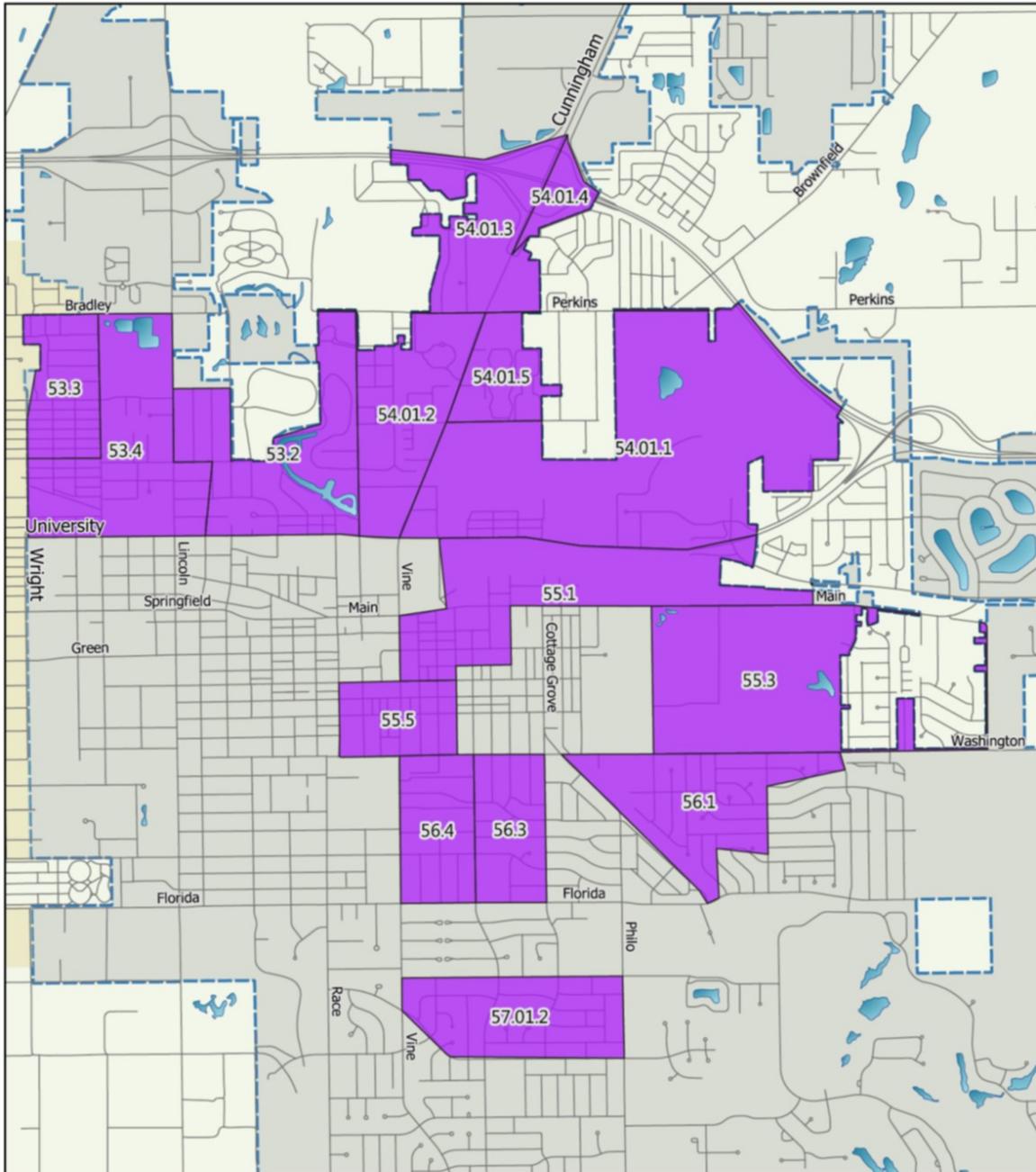
HOME funded housing rehabilitation activities.

City staff are members of the Executive Committee of the Champaign County Continuum of Service providers to the homeless, and also coordinate closely with the Housing Authority of Champaign County. The Mayors of Urbana and Champaign appoint Board members to the HACC Board of Commissioners. The City has supported the needs of individuals and households experiencing homelessness by operating transitional housing units using CDBG funds. Public service funding was committed to a variety of programs aimed at supporting the needs of low-income residents, including a neighborhood cleanup day event, as well as to Urbana Neighborhood Connections Center to support their after school programming for Urbana youth

CDBG funding were also allocated in the City 's capital improvements plan to be used toward infrastructure development in the Community Development target areas. Such improvements have been regularly requested in public input surveys conducted by City Staff.

DRAFT

### Community Development Target Area



-  Community Development Target Area
-  City of Urbana
-  Roads

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	43	10
Black or African American	88	24
Asian	2	0
American Indian or American Native	11	3
Native Hawaiian or Other Pacific Islander	1	3
<b>Total</b>	<b>145</b>	<b>40</b>
Hispanic	2	1
Not Hispanic	143	39

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

CDBG funds were consistently expended throughout the program year on rehabilitation projects, public service activities, neighborhood infrastructure projects, administration support, and project delivery. Assistance is provided to all eligible applicants. HOME funds were similarly expended to reimburse eligible costs related to new single-family home construction, rental rehabilitation, TBRA, administrative costs, and project delivery. All programs are offered based on location and need.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,634,138	810,398
HOME	public - federal	1,985,599	543,236

Table 3 - Resources Made Available

### Narrative

CDBG funds were expended on rehabilitation projects, public service activities, infrastructure projects, administration support, and project delivery. HOME funds were similarly expended to reimburse eligible costs related to new single-family home construction, rental rehabilitation, TBRA, and rehabilitation activities, as well as administrative costs and project delivery.

Adjustments were made to the CDBG "Resources made Available" line due to a larger than expected rollover amount from the previous fiscal year as shown in the attached PR 26 report. In addition, adjustments were made in "Amount Expended" lines for both CDBG and HOME since the final draws for the 2022-2023 fiscal year were made in August, 2023.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Beardsley Park Neighborhood Improvement Plan Area			
Bristol Park Neighborhood Plan Area			
Census Tracts 53, 54,55,56, and 57	80		
Garden Hills United Neighborhood Association Action Plan			
Urbana Consortium-wide Area	100		

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The majority of the non-public service CDBG funds were expended on projects that met the area benefit national objective category through investment in the City's low/moderate-income Community Development Target Area, consisting of Census Tracts 53, 54, 55, and 56. A significant portion of the public service funds were also committed to projects in the Community Development Target Area, such as the neighborhood infrastructure activities, neighborhood clean-ups, and code enforcement.

Urbana’s allocation of HOME funds are commonly expended in the target area as well, especially expenses related to the Whole House Rehabilitation Program, which specifies that applicant households must be located in the Community Development Target Area. A sizeable portion of the HOME CHDO funds expended on new construction of affordable housing are also invested in the target area. TBRA and other new construction funds are invested throughout the Consortium geography. CHDO rental rehabilitation funding was invested in targeted neighborhoods.

DRAFT

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Urbana and Urbana HOME Consortium leverage federal funds in a variety of different ways. CDBG public service funds are used to supplement grants provided through the City of Urbana's Youth Services Grant program. In FY 2022-2023 \$75,000 in City General Funds, \$200,000 in State of Illinois funds, and \$25,000 in CDBG public service funding were provided to agencies to assist in youth programming and violence prevention activities.

The City of Champaign uses local funding on some acquisition-rehabilitation projects that are primarily HOME-funded, and also uses local funding to support affordable housing and community development initiatives. As a subrecipient of the Urbana HOME Consortium, Habitat for Humanity uses HOME entitlement and CHDO funds to leverage additional funding from the community.

All members of the Urbana HOME Consortium meet matching requirements through either cash match or match credit. Habitat for Humanity of Champaign County provided the Urbana HOME Consortium with a surplus of matching funds through contributions of non-Federal funds on each of their projects, volunteer hours, donated materials, and sweat equity from the homeowners towards match. Match is reported at the time construction is completed however, the date of contribution is the project starts.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	5,848,737
2. Match contributed during current Federal fiscal year	510,270
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	6,359,007
4. Match liability for current Federal fiscal year	42,000
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	6,317,007

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1207 W Eads	11/01/2022	\$92,236	\$0	\$0	\$0	\$18,316	\$0	\$110,551
1308 W Dublin	12/21/2022	\$103,065	\$0	\$0	\$0	\$21,736	\$0	\$124,801
209 W Tremont	01/01/2023	\$124,066	\$0	\$0	\$0	\$19,372	\$0	\$143,438
812 E High	04/01/2023	\$111,733	\$0	\$0	\$0	\$19,747	\$0	\$131,480

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	\$106,569	\$0	\$7,840	\$9,190	\$23,735	\$65,804
Number	28	0	5	2	3	18
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	\$106,569	0	\$106,569			
Number	28	0	28			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	\$0	\$0	\$0			

Table 8 - Minority Business and Women Business Enterprises

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	\$0	\$0	\$0	\$0	\$0	\$0

Table 9 – Minority Owners of Rental Property

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	\$0	\$0	\$0	\$0	\$0	\$0

**Table 10 – Relocation and Real Property Acquisition**

DRAFT

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	75	97
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>75</b>	<b>97</b>

**Table 11 – Number of Households**

	One-Year Goal	Actual
Number of households supported through Rental Assistance	10	15
Number of households supported through The Production of New Units	5	7
Number of households supported through Rehab of Existing Units	20	25
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>35</b>	<b>40</b>

**Table 12 – Number of Households Supported**

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Rent in Urbana continues to rise, following the national trend. Staff acknowledge the critical importance of supporting and sustaining high-quality affordable rental housing throughout the City. Despite seeing success in providing rental assistance through the Urbana HOME Consortium, the City's one-year goal of affordable rental construction was not met in 2022-2023. The City of Urbana worked with an affordable housing developer and the Housing Authority of Champaign County in order to apply for the Low-Income Housing Tax Credit program to support a development on city-owner property. However, the LIHTC application was unsuccessful this cycle, so the project did not move forward. However, the City did write three letters of support for other affordable housing projects in the community, at least one of which was successful. The City will continue to pursue financing options for future affordable rental developments. The City's one-year goal of supporting rental rehabilitation was not met in 2022-2023 because Staff decided to focus primarily on owner-occupied rehab projects.

### Discuss how these outcomes will impact future annual action plans.

The planning process for future Annual Action Plans will incorporate special considerations in to ensure that the desired outcomes are achieved. Specifically, the City will continue to prioritize the development of permanently affordable housing develops in order to increase the stock of available units. In addition the expected number of housing units for homeless and special needs households will be adjusted in future Plans in order to reflect a realistic goal based on funding, staff, and community capacity.

### Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	27	31
Low-income	36	9
Moderate-income	25	0
<b>Total</b>	<b>88</b>	<b>40</b>

Table 13 – Number of Households Served

### Narrative Information

Recent trends and prioritization patterns have played a significant role in the outcomes shown in this section. As such trends and preferences change to meet shifting needs, the result of CDBG and HOME investments will likely shift over time as well.

The City of Urbana is actively taking steps to alleviate housing needs experienced by Urbana residents. In 2022-2023, the City subgranted over \$100,000 in Emergency Solutions Grant funding to local service providers that are experiencing a funding gap, but are not eligible to receive direct federal funding on their own. By acting as a fiscal agent, the City has helped to provide much needed funding which has enabled agencies to build capacity.

The City of Urbana has also undertaken other actions to foster and maintain affordable housing, such as supporting developers in their application for Low-Income Housing Tax Credits for developments in Urbana, including the proposed development at Lincoln and Bradley.

**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**  
**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Urbana collaborates closely with homeless service providers, other government agencies, non-profits, housing advocates, and the business community across Champaign County to assess and meet the needs of individuals and households experiencing homelessness. Staff from the City of Urbana serve on the Executive Committee of the IL-503 Continuum of Care, and are involved in planning the county-wide response to homelessness, and coordinating strategic funding decisions. In 2022-2023, the Continuum of Care partnered closely with United Way of Champaign County and other stakeholders to develop an analysis of current gaps in homeless services. The CoC also began the planning process for a 3-year strategic plan. Furthermore, the CoC, in close coordination with the City of Urbana Human Rights Officer and other partners, planned local workshops for tenants, landlords, and service providers on the State of Illinois' new Source of Income discrimination protections.

In the 2022-2023 fiscal year, the City of Urbana continued to support the work of housing providers through the administration of the Emergency Solutions Grant. This federal funding was granted to the City from the Illinois Department of Human Services, and the City acted as a pass-through to fund the programs operated by Cunningham Township Supervisor's Office. Approximately \$100,000 in ESG and ESG-CV funds were disbursed to Cunningham Township to support their Rapid Rehousing, Emergency Shelter, and Street Outreach programs. City of Urbana also worked closely with the CoC to plan and coordinate the 2023 Point in Time unsheltered count.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

A total of 215 individuals were identified as homeless in Champaign County during the most recent Point-in-Time (PIT) count, an increase of 78 from the 137 individuals identified through the count in January 2022. The count was conducted by the IL-503 Continuum of Care on January 26, 2023. The number of individuals identified as unsheltered in Champaign County also increased this year, from 2 in 2022 to 9 in 2023. The 215 total individuals were identified from 153 households (in 2022, 98 households were identified). Of those individuals, 170 were sheltered in emergency shelters and 36 in transitional housing. There were 32 individuals identified as chronically homeless. There were 49 children identified in the count.

In order to address the emergency shelter and transitional housing needs of homeless individuals and families, City staff have continued their close partnerships with local service providers and non-profits to identify needs, gaps in services, and to strategize funding decisions to meet these needs. As a recipient of HOME ARP funding, the Urbana HOME Consortium developed an RFP process in order to fund local

service provider agencies. To date, over \$1,000,000 in HOME ARP dollars has been committed to fund supportive services, and the acquisition of non-congregate shelter.

In FY 2022-2023, the City of Urbana also continued to operate its transitional housing program. This program has provided housing and case management services to three (3) households consisting of nine (9) individuals. Referrals for this program come from partner service provider agencies, such as the Housing Authority of Champaign County, and the Champaign County Regional Planning Commission.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Urbana utilizes CDBG public service dollars, City General Funds, and other grant funding in order to address many of the upstream causes of homelessness. In 2022-2023, the City's Youth Services Grant Program provided funding to seven (7) non-profit agencies that provide a variety of supports to low-income families, such as crisis diversion, daycare, and after school educational and recreational programming. At the county-wide level, the Continuum of Care has continued to partner with health care and mental health providers, including the Champaign County Mental Health Board, to address gaps in services.

In addition, many subrecipients of HOME funds provide case management and housing assistance services. These subrecipients work with individuals who are either housing insecure or transitioning into homeownership to develop necessary self-sufficiency components in their HOME funded TBRA programs. The City of Urbana's Transitional Housing Program, through partner agencies, provides case management and a self-sufficiency component.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The CDBG funded City of Urbana Transitional Housing Program is specifically designed to leverage City-owned property and use it to house families working toward permanent housing and independent living. The City of Urbana and Urbana HOME Consortium members also work together with the Champaign County Continuum of Service Providers to the Homeless to ensure that the needs of homeless households in the Consortium geography are being met to the greatest extent possible. As

mentioned above, many subrecipients of HOME TBRA funds perform case management and work with individuals who may be formerly homeless, to develop necessary self-sufficiency skills.

DRAFT

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Urbana has partnered with the Housing Authority of Champaign County on various housing developments, most recently with Brinshore and Highland Green developers. Highland Green consists of 33 housing units with 8 – 9 units set aside for veterans. The IL-503 CoC continues to work closely with the Housing Authority of Champaign County to ensure housing vouchers are utilized in an efficient manner. The CoC and Housing Authority also worked together to develop a series of workshops on the State of Illinois' Source of Income protections law that was passed in January, 2023.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The HACC Board meetings are always held publicly and are open for all to attend. Also the HACC Resident Advisory Board (RAB) provides the PHA and the residents with a forum for sharing information about the Agency's Annual Moving to Work Plan.

### **Actions taken to provide assistance to troubled PHAs**

The Housing Authority of Champaign County is not a troubled PHA.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Think Urbana is a program of the Urbana Enterprise Zone that provides financial incentives including property tax abatement and sales tax exemptions to eligible residential, commercial, and industrial construction within the Zone. The tax abatements can function to significantly lower the cost of new housing construction within the Urbana Enterprise Zone.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of Urbana has continued working with community stakeholders to address obstacles to meeting underserved needs. As recipients of HOME ARP funding, the City and Consortium have continued to collaborate with the IL-503 Continuum of Care to address the needs of individuals and households experiencing homelessness, and fill gaps in existing shelter and care services. The City has also successfully worked with Habitat for Humanity (Habitat), who received HOME funding from the Urbana HOME Consortium, to remove the barriers to affordable housing. Habitat works with families to purchase affordable housing by working with them to improve their credit and by offering down payment assistance. FirstFollowers was certified as a CHDO this past year and they created two affordable rental units.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The Grants Management Division of the City has continued to ensure compliance with Title X lead based paint regulations. The Grants Management Division staff is committed to meeting these obligations through the most cost-effective methods available. The City of Urbana is required to hold refresher courses at least once every three years, and one of the City's Housing Inspectors has become lead certified. The City of Urbana and other members of the Urbana HOME Consortium are aware of the latest lead-based paint requirements and best practices as promulgated by HUD and EPA. The City of Urbana remains interested in applying for such funding should it become available. All projects use lead-safe work practices and interim controls as stipulated by HUD according to the amount of funding invested.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City of Urbana has adopted a multipronged approach the reducing poverty among families in our community. CDBG public service grants to address daycare needs, violence prevention, job training, and after school educational opportunities help families with children find opportunities in the community, while TBRA rental assistance provided through the HOME program help keep these families in their

homes. A subrecipient agreement was provided to FirstFollowers in order to provide individuals released from incarceration with assistance in finding housing, job training, and developing life skills. The City of Urbana and Urbana HOME Consortium work closely with the Housing Authority of Champaign County to ensure that affordable housing opportunities are made available within the Consortium geography. Subrecipients work with individuals who are either housing insecure or transitioning into homeownership to develop necessary self-sufficiency components in their HOME funded TBRA programs. The Consortium has also provided HOME ARP funds to support case management and service programming for individuals and households experiencing homelessness, as well as for one subrecipient to purchase a unit to be used as a non-congregate shelter.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Urbana staff has worked to foster creative ideas for improving the institutional structure that is part of a larger, more holistic network of services that benefit low-income households. By supporting various social service agencies through staff participation in the IL-503 Continuum of Care, the City of Urbana has played a role in developing programmatic improvements that will further the impact of these services in the community. Staff have also collaborated closely with United Way of Champaign County to develop strategies and structures to address issues facing low-income households across Champaign County. In addition, Staff presented information on housing needs and gaps at the monthly meeting of the Champaign County Metropolitan Intergovernmental Council. This conversation centered on the need to improve existing structures, and expand structures where needed.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

City staff serve on the Executive Committee of the IL-503 CoC, which works closely with partners across Champaign County in order to improve the coordination among public and private housing providers, government agencies, and the business community. In 2022-2023, the City also served as an ESG pass-through entity, providing administrative support and guidance as needed to subrecipients. By supporting the various social service agencies, the City of Urbana has played a role in developing programmatic improvements that will further the impact of these services in the community.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Recommendations from the latest Analysis of Impediments of Fair Housing (AIFH) Choice was that 1) the City should work with Persons Assuming Control of their Environment (PACE) to create better cooperation between the landlords and realtors of the area. This cooperative relationship facilitates the housing process for persons with disabilities and ensures that the accessible housing units listing are as up-to-date as possible. The AIFH also recommends that the Grants Management Division work together with the Human Relations Commission and the Champaign Urbana Tenant Union to create a marketing strategy aimed at better educating community members of their rights as tenants and homeowners. The

Grants Management Division works closely with the Human Relations Office at the City of Urbana to establish a mutual understanding of recent fair housing complaints. The age of housing in the City of Urbana was cited as another impediment to fair housing due to the affordability issues created by upkeep for older homes, since maintenance is often deferred at times. Staff is working within the consortium to update the Analysis of Imediments to address fair housing needs. The City of Urbana and Urbana HOME Consortium remain committed to identifying and eliminating impediments to fair housing, and are working to update our AIFH based on new guidance.

DRAFT

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Monitoring of CDBG and HOME subrecipients is undertaken on an annual basis. A desk monitoring of tenants was completed on Crystal View, Highland Green, and Douglass Square in winter of 2022. Habitat for Humanity, Champaign County Regional Planning Commission and FirstFollowers were also monitored in FY 2021-2022. No findings or concerns were noted. TBRA programs were evaluated in 2022. CHDO projects were monitored using the most recent checklists available on HUDEXchange as well as the HOME Program manual. Tenant Selection policies, income documentation, and leases were reviewed for Crystal View, Highland Green, and Douglass Square.

CDBG public service recipients are evaluated annually using a risk matrix in order to determine level of risk and the frequency of monitoring visits. In 2022-2023, Urbana Neighborhood Connections Center, which received CDBG public service funds, underwent a desk monitoring of financial and programmatic areas. No findings were identified.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The 30-day public comment period for the FY2022-2023 CAPER begins on Monday, August 21st and ends on September 20th. A public hearing on the plan will be held during the City of Urbana Community Development Commission meeting on Tuesday, August 22nd. Copies of the draft CAPER are located on the City's website, and physical copies are located at the City Clerk's Office, Community Development front desk, and at the Urbana Free Library. A notice was placed on the city's website on August 21, 2023 announcing the availability of the plan. The Plan was will also presented to Urbana City Council on August 28th. All comments received during this process will be incorporated into the final Plan.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

During the 2022-2023 year, there were no changes to the City of Urbana or Urbana HOME Consortium's program objectives. As a recipient of HOME ARP funding, the Consortium has continued to focus on providing support to individuals and households that are experiencing homelessness. This focus will remain an important piece of future Annual Action Plans.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

N/A

DRAFT

### **CR-50 - HOME 24 CFR 91.520(d)**

#### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The City of Urbana inspected all of its affordable rental housing units including Bristol Place during the Winter and Spring of 2022. A desk monitoring of HQS inspections was completed on the rental units at Crystal View, Douglass Square, and Highhand Green. Site visits were made with the two CHDO's, Habitat for Humanity and FirstFollowers to inspect progress on their projects.

#### **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)**

The City of Urbana and Urbana HOME Consortium members provide marketing materials for all HOME-funded services and programs. These materials are available on the website and at the primary office of each Consortium member.

#### **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

N/A

#### **Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)**

In 2022-2023, the City of Urbana wrote three (3) letters of support for LIHTC projects in Champaign County, and worked closely with an affordable housing developer and the Housing Authority of Champaign County on a prospective affordable housing development in Urbana. In addition, the Urbana HOME Consortium actively worked with the Housing Authority of Champaign County to ensure that VASH vouchers will be used at the Highland Green development to secure affordable housing for veterans. Additionally, the Urbana HOME Consortium members strive to consistently ensure that the affordability and quality of existing rental housing is preserved. The City of Urbana has a rental registration program, the purpose of which is to help ensure a safe rental housing stock, protect property values, and improve accountability of rental units.

DRAFT

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0	0			
Total Section 3 Worker Hours	0	0			
Total Targeted Section 3 Worker Hours	0	0			

**Table 14 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	0	0			
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	0	0			
Direct, on-the job training (including apprenticeships).	0	0			
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.	0	0			
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).	0	0			
Outreach efforts to identify and secure bids from Section 3 business concerns.	0	0			
Technical assistance to help Section 3 business concerns understand and bid on contracts.	0	0			
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.	0	0			
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.	0	0			
Held one or more job fairs.	0	0			
Provided or connected residents with supportive services that can provide direct services or referrals.	0	0			
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.	0	0			
Assisted residents with finding child care.	0	0			
Assisted residents to apply for, or attend community college or a four year educational institution.	0	0			
Assisted residents to apply for, or attend vocational/technical training.	0	0			
Assisted residents to obtain financial literacy training and/or coaching.	0	0			
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.	0	0			
Provided or connected residents with training on computer use or online technologies.	0	0			
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.	0	0			
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.	0	0			

Other.	0	0			
--------	---	---	--	--	--

Table 15 – Qualitative Efforts - Number of Activities by Program

**Narrative**

Section 3 projects are defined as housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance when the total amount of assistance to the project exceeds a threshold of \$200,000. No projects meeting this threshold were completed in FY 2022/2023.

DRAFT

Grantee: URBANA, IL

Program Year: 2022

PR 26

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,122,805.44
02 ENTITLEMENT GRANT	511,333.00
03 SURPLUS URBAN RENEWAL	0
04 SECTION 108 GUARANTEED LOAN FUNDS	0
05 CURRENT YEAR PROGRAM INCOME	0
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,634,138.44

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	731,879.61
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	731,879.61
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	78,518.25
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	810,397.86
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	823,740.58

**PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	72,000.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	731,879.61
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	803,879.61
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	109.84%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2020 PY: 2021 PY: 2022
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	688,913.30
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	688,913.30
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	44,419.15
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	1,626.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	2,087.73
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	43,957.42
32 ENTITLEMENT GRANT	511,333.00
33 PRIOR YEAR PROGRAM INCOME	0
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	511,333.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	8.60%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	78,518.25
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	78,518.25
42 ENTITLEMENT GRANT	511,333.00
43 CURRENT YEAR PROGRAM INCOME	0
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	511,333.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.36%

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	2	2978	6751858	22-23 Public Works Infrastructure Targeted Neighborhoods	03L	LMA	\$215,909.69
2022	2	2978	6754646	22-23 Public Works Infrastructure Targeted Neighborhoods	03L	LMA	\$59,266.91
					<b>03L</b>	<b>Matrix Code</b>	<b>\$275,176.60</b>
2022	2	2979	6751858	22-23 Fire Station Medical Equipment	03O	LMA	\$49,661.62
2022	2	2979	6754646	22-23 Fire Station Medical Equipment	03O	LMA	\$119,717.92
2022	2	2979	6784631	22-23 Fire Station Medical Equipment	03O	LMA	\$59,034.53
					<b>03O</b>	<b>Matrix Code</b>	<b>\$228,414.07</b>
2020	3	2907	6751858	20~21 Family Service Meals on Wheels	05A	LMC	\$1,626.00
					<b>05A</b>	<b>Matrix Code</b>	<b>\$1,626.00</b>
2021	3	2923	6737242	21~22 UNCC Community Study Center	05D	LMCSV	\$6,282.27
2021	3	2924	6737242	21~22 UNCC Youth Development Program	05D	LMC	\$1,149.20
2021	3	2924	6751858	21~22 UNCC Youth Development Program	05D	LMC	\$5,900.80
2022	3	2970	6751858	22~23 UNCC Youth Development Program	05D	LMC	\$1,253.09
2022	3	2970	6798506	22~23 UNCC Youth Development Program	05D	LMC	\$3,425.90
2022	3	2973	6751858	22~23 UNCC Community Study Center	05D	LMCSV	\$7,478.32
2022	3	2973	6798506	22~23 UNCC Community Study Center	05D	LMCSV	\$8,158.43
					<b>05D</b>	<b>Matrix Code</b>	<b>\$33,648.01</b>
2022	3	2983	6754646	22/23 Neighborhood Cleanup Day	05V	LMA	\$1,151.04
2022	3	2983	6787331	22/23 Neighborhood Cleanup Day	05V	LMA	\$7,994.10
					<b>05V</b>	<b>Matrix Code</b>	<b>\$9,145.14</b>
2020	4	2862	6661413	EG 1302 N Romine	14A	LMH	\$574.24
2021	4	2943	6710364	SR 21/22-14 1406 W. Beardsley	14A	LMH	\$1,938.14
2021	4	2945	6710364	SR 21/22-16 1201 W. Hill St.	14A	LMH	\$2,500.00
2022	4	2937	6699652	AG2223-01 1401 W Bradley	14A	LMH	\$8,000.00
2022	4	2940	6754646	SR2223-03 1306 E Pennsylvania	14A	LMH	\$1,642.00
2022	4	2941	6710364	EG2223-04 308 E Kerr	14A	LMH	\$950.00
2022	4	2944	6754646	EG2223-19 1301 W Beech St	14A	LMH	\$4,720.00
2022	4	2946	6710364	SR2223-05 713 S Maple	14A	LMH	\$2,500.00
2022	4	2948	6737242	SR2223-06 1802 E Florida Ave	14A	LMH	\$1,470.00
2022	4	2949	6737242	EG2223-08 1008 N. Broadway Ave.	14A	LMH	\$2,304.25
2022	4	2950	6710364	EG2223-07 1005 N Division	14A	LMH	\$4,232.00
2022	4	2951	6737242	EG2223-09 1010 N Berkley Ave	14A	LMH	\$4,950.00
2022	4	2952	6784631	SR2223-10 4 Hill St. Ct.	14A	LMH	\$2,477.02
2022	4	2953	6784631	EG2223-11 903 S Country Squire Dr.	14A	LMH	\$2,801.00
2022	4	2954	6710364	SR2223-12 1201 W Hill St	14A	LMH	\$1,253.68
2022	4	2956	6754646	SR2223-15 1503 N Romine St	14A	LMH	\$2,500.00
2022	4	2957	6699652	AG2223-02 1506 W Carver Dr	14A	LMH	\$8,560.00
2022	4	2963	6700984	22~23 CDBG Program Delivery	14A	LMH	\$4,556.43
2022	4	2963	6737242	22~23 CDBG Program Delivery	14A	LMH	\$7,200.92
2022	4	2963	6751858	22~23 CDBG Program Delivery	14A	LMH	\$9,600.00
2022	4	2963	6754649	22~23 CDBG Program Delivery	14A	LMH	\$7,717.19
2022	4	2963	6784631	22~23 CDBG Program Delivery	14A	LMH	\$8,577.19
2022	4	2963	6787044	22~23 CDBG Program Delivery	14A	LMH	\$800.00
2022	4	2963	6799248	22~23 CDBG Program Delivery	14A	LMH	\$5,983.49
2022	4	2965	6754646	SR2223-16 1708 E Michigan Ave	14A	LMH	\$2,100.06
2022	4	2966	6737242	SR2223-14 917 N Linview Ave	14A	LMH	\$1,750.00
2022	4	2967	6751858	EG2223-18 1116 Lanore Dr	14A	LMH	\$1,800.00
2022	4	2971	6754646	AG2223-13 1005 N Coler Ave	14A	LMH	\$5,842.62
2022	4	2974	6751858	EG2223-20 1112 Lanore Dr	14A	LMH	\$400.00
2022	4	2975	6751858	EG2223-21 910 N Gregory St	14A	LMH	\$1,188.00
2022	4	2982	6784631	EG2223-27 814 Fairview Ave.	14A	LMH	\$9,800.00
2022	4	2984	6754646	EG2223-24 810 Fairview Ave	14A	LMH	\$200.01
2022	4	2984	6784631	EG2223-24 810 Fairview Ave	14A	LMH	\$7,356.50
2022	4	2985	6787044	EG2223-28 1209 W. Eureka Ave.	14A	LMH	\$1,900.00
2022	4	2987	6787044	EG2223-23 1402 Lincolnwood Dr.	14A	LMH	\$4,600.00
2022	4	2988	6787044	EG2223-22 714 E. Park St.	14A	LMH	\$2,802.00
					<b>14A</b>	<b>Matrix Code</b>	<b>\$137,546.74</b>
2022	2	2955	6700984	22~23 CDBG Code Enforcement	15	LMA	\$9,946.72
2022	2	2955	6737242	22~23 CDBG Code Enforcement	15	LMA	\$9,416.44
2022	2	2955	6754646	22~23 CDBG Code Enforcement	15	LMA	\$7,850.59
2022	2	2955	6785556	22~23 CDBG Code Enforcement	15	LMA	\$7,850.59
2022	2	2955	6787044	22~23 CDBG Code Enforcement	15	LMA	\$2,105.50
2022	2	2955	6799248	22~23 CDBG Code Enforcement	15	LMA	\$9,153.21
					<b>15</b>	<b>Matrix Code</b>	<b>\$46,323.05</b>
<b>Total</b>							<b>\$731,879.61</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2020	3	2907	6751858	No	20~21 Family Service Meals on Wheels	B20MC170024	EN	05A	LMC	\$1,626.00
								<b>05A</b>	<b>Matrix Code</b>	<b>\$1,626.00</b>
2021	3	2923	6737242	No	21~22 UNCC Community Study Center	B21MC170024	EN	05D	LMCSV	\$6,282.27
2021	3	2924	6737242	No	21~22 UNCC Youth Development Program	B21MC170024	EN	05D	LMC	\$1,149.20
2021	3	2924	6751858	No	21~22 UNCC Youth Development Program	B21MC170024	EN	05D	LMC	\$5,900.80
2022	3	2970	6751858	No	22~23 UNCC Youth Development Program	B22MC170024	EN	05D	LMC	\$1,253.09
2022	3	2970	6798506	No	22~23 UNCC Youth Development Program	B22MC170024	EN	05D	LMC	\$3,425.90
2022	3	2973	6751858	No	22~23 UNCC Community Study Center	B22MC170024	EN	05D	LMCSV	\$7,478.32
2022	3	2973	6798506	No	22~23 UNCC Community Study Center	B22MC170024	EN	05D	LMCSV	\$8,158.43
								<b>05D</b>	<b>Matrix Code</b>	<b>\$33,648.01</b>
2022	3	2983	6754646	No	22/23 Neighborhood Cleanup Day	B22MC170024	EN	05V	LMA	\$1,151.04
2022	3	2983	6787331	No	22/23 Neighborhood Cleanup Day	B22MC170024	EN	05V	LMA	\$7,994.10
								<b>05V</b>	<b>Matrix Code</b>	<b>\$9,145.14</b>
<b>Total</b>				<b>No</b>	<b>Activity to prevent, prepare for, and respond to Coronavirus</b>					<b>\$44,419.15</b>
										<b>\$44,419.15</b>

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2022	1	2964	6700984	22~23 CDBG Planning and Admin	20		\$19,345.66
2022	1	2964	6710364	22~23 CDBG Planning and Admin	20		\$1,400.00
2022	1	2964	6737242	22~23 CDBG Planning and Admin	20		\$13,066.11
2022	1	2964	6754646	22~23 CDBG Planning and Admin	20		\$12,163.40
2022	1	2964	6754717	22~23 CDBG Planning and Admin	20		\$964.40
2022	1	2964	6784631	22~23 CDBG Planning and Admin	20		\$16,329.71
2022	1	2964	6799248	22~23 CDBG Planning and Admin	20		\$15,248.97
					<b>20</b>	<b>Matrix Code</b>	<b>\$78,518.25</b>
<b>Total</b>							<b>\$78,518.25</b>



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

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

**FROM:** Kimberly Smith, Community Development Services Director  
Marcus Ricci, AICP, Planner II

**DATE:** August 21, 2023

**SUBJECT:** **An Ordinance Approving a Major Variance** (Front Yard Encroachment at 410 North Lincoln Avenue / ZBA-2023-MAJ-02)

### Introduction

On behalf of GSA Group, Tim Chao requests a major variance to reduce a portion of the required front yard from 15 feet to seven feet, eight inches, for a length of 33 feet along the front of the building's west entrance, at 410 North Lincoln Avenue, in the B-3 (General Business) Zoning District.<sup>1</sup> Decreasing the front yard by seven feet, four inches (49 percent) requires a major variance.<sup>2</sup>

At its July 19, 2023, meeting, the Zoning Board of Appeals unanimously recommended, with seven ayes and zero nays, that City Council APPROVE the request with one condition. Staff concurs with this recommendation.

### Background

The property houses Gather Guest Suites and BakeLab Café, and is a corner lot at North Lincoln and West University Avenues. The property has required front yards of 15 feet on both of its frontages. BakeLab Café has been providing outdoor seating at its entrance along North Lincoln Avenue since the café opened in 2021. Part of this dining area is in the required front yard but, since they were only using tables and chairs, it was allowed by the Urbana Zoning Ordinance. In response to customer requests to provide shelter for the seating area, Mr. Chao had two pergolas installed earlier this summer. The pergolas are located in the required front yard.

*More background and site details are available in the Staff Report in Council Exhibit A.*

### Summary of Findings

The Zoning Board of Appeals agreed with the findings of fact in the Staff Report, including that the special circumstances and practical difficulty for this parcel are that the existing café use is more common in zoning districts that do not require minimum yards to separate the structure from neighboring users. They also agreed that the variance would not be a special privilege, would not alter the character of the neighborhood, would not create a nuisance to the adjacent properties, and is the

<sup>1</sup> Urbana Zoning Ordinance, Table VI-3 – Development Regulations.

<sup>2</sup> Urbana Zoning Ordinance, Section XI-3.C.2.b.1 – Zoning Board of Appeals; Powers & Duties of the Board; Minor Variances: A minor variance can allow the reduction of the depth of a required front yard up to 25 percent.

minimum deviation possible from the Zoning Ordinance to provide a structure large enough to shelter the existing outdoor dining area.

*Full staff findings are available in the Staff Report in Council Exhibit A and the public hearing minutes are available in Exhibit B.*

## Public Input

Staff published a legal notice in *The News-Gazette* to notify the public of the request and public hearing. Staff also sent letters to 19 neighboring property owners and posted a public hearing sign on the property. Staff received no correspondence regarding the variance request. One nearby resident spoke in favor of the request at the public hearing (see Council Exhibit B).

## Board Vote and Recommendation

On July 19, 2023, the Zoning Board of Appeals voted unanimously, with seven ayes and zero nays, to recommend that City Council **APPROVE** the requested major variance based on the findings in the Staff Report that the request generally met the variance criteria, with one condition:

1. That the structures generally conform to the site plan submitted in the application.

Staff concur with the Board's recommendation.

Attachments: Draft Ordinance  
Council Exhibit A: 7/19/2023 ZBA Meeting Staff Report, including Exhibits  
Council Exhibit B: DRAFT 7/19/2023 ZBA Meeting Minutes

cc: Tim Chao, dba BakeLab Café, Applicant  
Steven Johnson, GSA Group, Owner

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

(Tim Chao, for GSA Group, at 410 North Lincoln Avenue / Case No. ZBA-2023-MAJ-02)

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

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

**WHEREAS**, Tim Chao, on behalf of GSA Group, requests a major variance to reduce a portion of the required front yard from the required 15 feet to seven feet, eight inches, for a length of 33 feet along the front of the building’s west entrance, at 410 North Lincoln Avenue, in the B-3 (General Business) Zoning District; and

**WHEREAS**, the Zoning Board of Appeals held a public hearing on this request at 7:00 p.m. on July 19, 2023, in Case ZBA-2023-MAJ-02; and

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

**WHEREAS**, the Zoning Board of Appeals voted seven (7) ayes and zero (0) nays to forward the case to the Urbana City Council with a recommendation to approve the requested variance, with one condition; and

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

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

1. The requested front yard variance would allow retroactive approval of two existing pergolas to provide shelter for existing outdoor dining space at the BakeLab coffee shop, located within the Gather Guest Suites building.
2. The special circumstance and practical difficulty for this parcel are that the existing use is more common in zoning districts that do not require minimum yards to separate the structure from neighboring users, and that granting the variance would not be a special privilege as there are few neighboring uses that have outdoor dining and cannot accommodate it because of the proximity of the structure to the property line.
3. The variance is requested to meet the demand for outdoor dining for longer periods of time – a situation not deliberately created by the applicant, but welcomed – which would require covering the outdoor dining area with a structure such as the proposed pergolas.
4. The variance would not alter the character of the neighborhood, as it would not increase customers or vehicular traffic, and an adjacent business has covered outdoor dining.
5. The variance would not create a nuisance to the adjacent property, as it would not obstruct traffic or create a significant distraction to drivers.
6. The variance is the minimum deviation possible from the Zoning Ordinance to provide a structure large enough to shelter the existing outdoor dining area, and the applicant requests a reduction of the minimum front yard only for the 33-foot length of the alcove in which the outdoor dining area is located.

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

**Section 1.**

In Case No. ZBA 2023-MAJ-02, the major variance requested by Tim Chao, on behalf of GSA Group, to reduce a portion of the required front yard from the required 15 feet to seven feet, eight inches, for a length of 33 feet along the front of the building's west entrance, is hereby approved in

the manner proposed in the application with the following condition: that the structures generally conform to the site plan submitted in the application, as shown in Attachment A.

**Section 2.**

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

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

**PASSED BY THE CITY COUNCIL** this date day of Month, Year.

AYES:

NAYS:

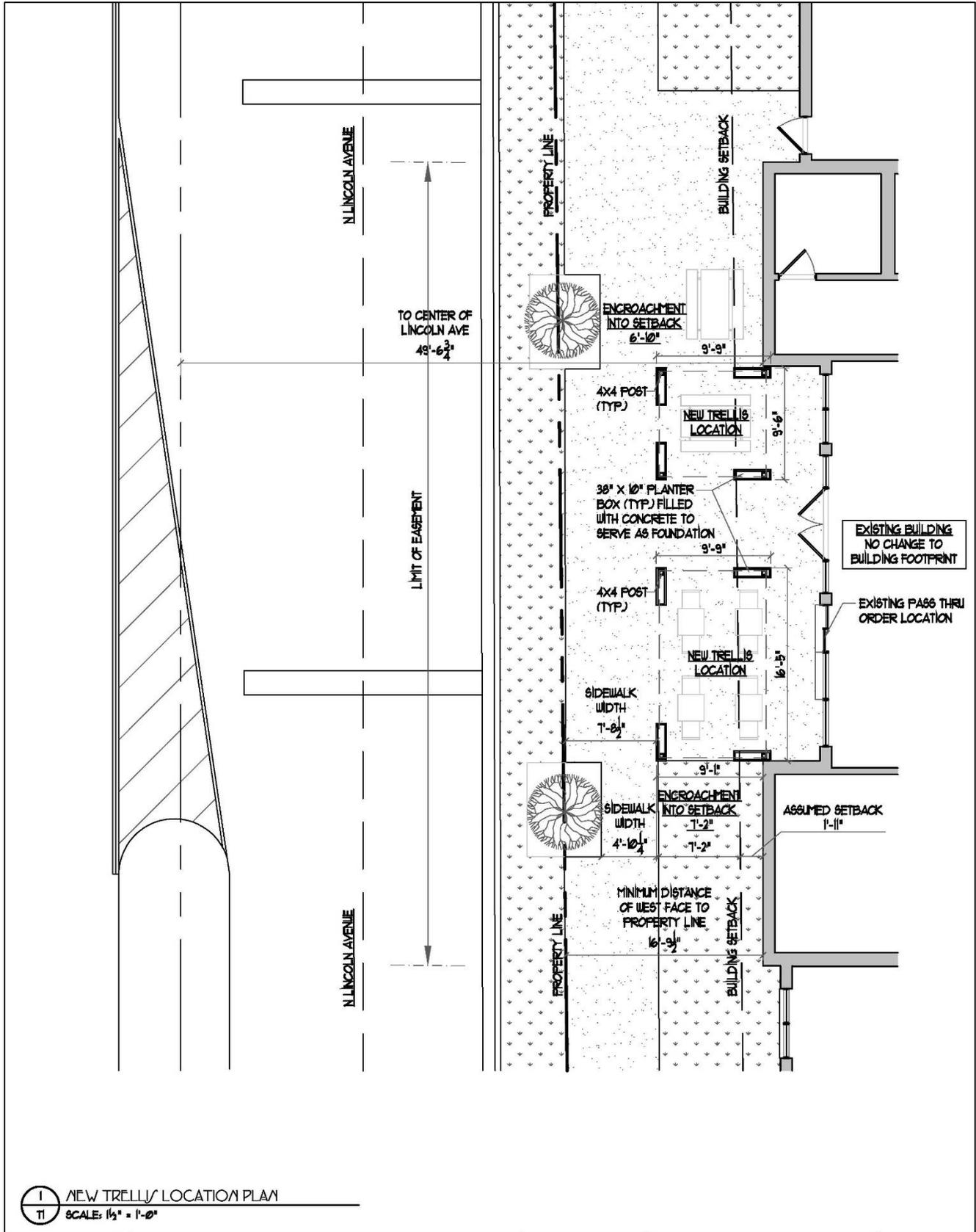
ABSTENTIONS:

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

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

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

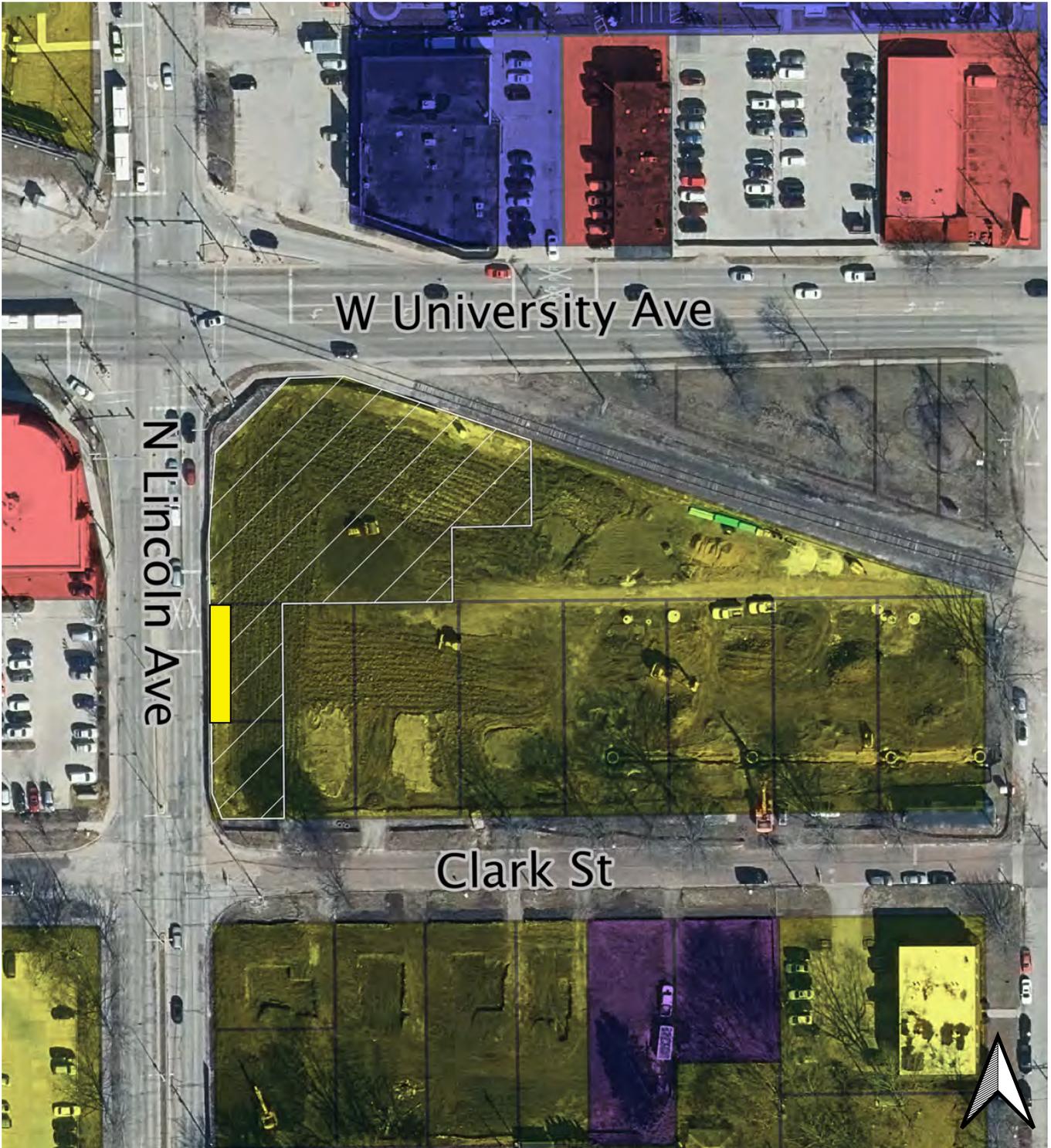
# Attachment A



**T1** NEW TRELLIS LOCATION PLAN  
SCALE: 1/2" = 1'-0"

<b>T1</b>	<b>BAKE LAB VARIANCE</b> EXTERIOR CONSTRUCTION	These drawings and specifications are the property and copyright of Andrew Fell, Architecture and Design and shall not be used on 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.	<b>ANDREW FELL</b> ARCHITECTURE AND DESIGN	PROJECT # 23058
	410 N LINCOLN AVE URBANA, ILLINOIS 61801		616 NORTH HICKORY STREET, SUITE 101 CHAMPAIGN, ILLINOIS 61820 PHONE: 217.293.2880 WWW.ANDREWPELL.COM EMAIL: andrewfell@comcast.net	DATE: 2023
				REVISIONS:

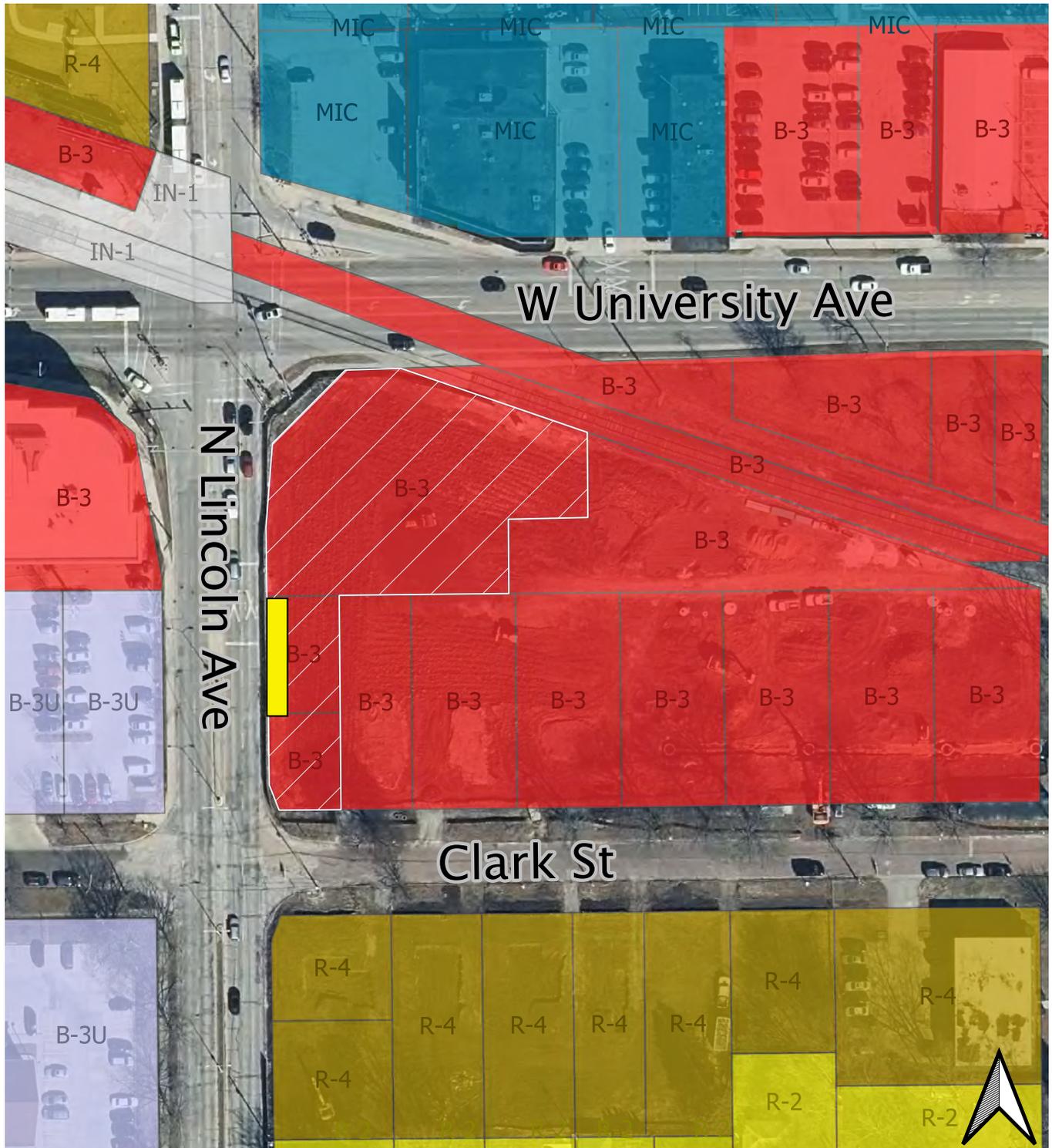
Exhibit A - Location & Land Use



Case: ZBA-2023-MAJ-02  
 Subject: BakeLab Major Variance  
 Location: 410 North Lincoln Avenue  
 Applicant: Tim Chao on behalf of GSA Group

- /// Subject Property
- Variance Location
- Residential
- Shopping, business, or trade
- Industrial, manufacturing, and waste-related
- Social, institutional, or infrastructure-related

Exhibit B - Zoning



Case: ZBA-2023-MAJ-02  
 Subject: BakeLab Major Variance  
 Location: 410 North Lincoln Avenue  
 Applicant: Tim Chao on behalf of GSA Group

- Subject Property
- B-3
- B-3U
- IN-1
- MIC
- R-4
- R-5
- Variance Location

# Exhibit C - Variance Application with Site Plan (Excerpt)

## 5. REASONS FOR VARIATION

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

The building was initially constructed with no prospective tenant in this space. As such, no provisions were considered for what specific type of business would occupy the space. It could not have really been anticipated that any business at this location might benefit from an exterior shade and trellis type of installation. It also could not have been anticipated that a business here would be augmented by an exterior structure.

While the building is generally a Residential Use, there are commercial uses in the building. In other districts where commercial uses are present and prominent, there is generally no setback, and the business entry is at the public way. This is a great enhancement to ANY commercial venture. They need customers to survive, and the customers require easy access to the business. This is in part what is being accomplished thru this Variance. We are able to bring the presence of the business closer to the street and the customers.

Additionally, the structure provides a place to customers to stay and use the space, and even spend additional money. Visible customers bring more customers. More customers is more revenue.. ..... more taxes..... more ability to assist Urbana residents.....

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

Bake Lab customers are wishing to remain at the location more frequently, and for longer durations than before, and the business is generally busier. This creates some issues for customers who wish to remain on site to enjoy their purchases.

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

The Variance is being requested to assist in alleviating issues created by a business being successful. When the Bake Lab started, it was not anticipated that customers would prefer to sit and enjoy the space in lieu of picking up items and venturing away to the degree that it is currently experiencing.

Since opening, the business has received numerous requests from the neighborhood to address the need for an enhanced shade structure and some sort of barrier for a degree of privacy and safety along Lincoln Avenue. The simple regulations of the B-3 District are a hinderance to this building and neighborhood enhancement.

## Exhibit C - Variance Application with Site Plan (Excerpt)

*Explain how the variance will not alter the essential character of the neighborhood.*

There will be no additional customers or traffic or any other difference in the use of the space except that a greater portion of it will be covered. Nothing about this Variance will detrimentally affect the public. The only affect appears to be to provide an amenity that the public has been asking for.

It does not intrude into the public way or interfere with any use of the public way or entry into the existing building.

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

There is no real other property Owner close to this location. The people most closely affected are the residents of the building, who have also expressed a high degree of interest in seeing this Variance approved.

*Does the variance represent the minimum deviation necessary from the requirements of the Zoning Ordinance? Explain.*

It does. Allowing a Variance to a lessor encroachment into the setback results in a structure that is too small practically to be of general benefit.

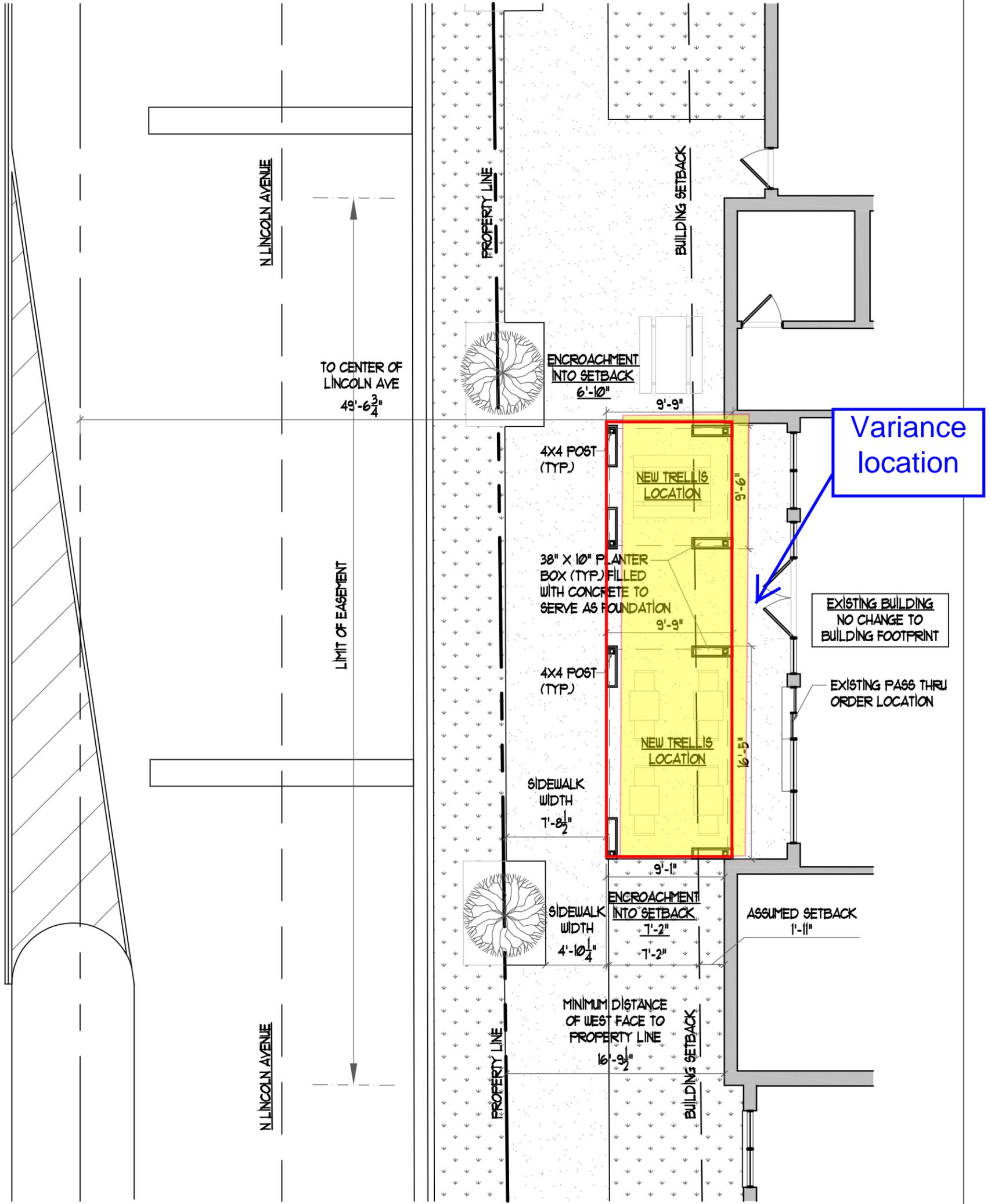
## **Exhibit C - Variance Application with Site Plan (Excerpt)**

Lots pt 16, pt 17, pt 18 Busey's, Col. M.W., Heirs Add and other lan

### **OWNERSHIP INFORMATION**

Urbana Illinois Propco, LLC  
250 Fillmore Street, Suite 150  
Denver, Colorado, 80206-0000

Exhibit C - Variance Application with Site Plan (Excerpt)



1 NEW TRELLIS LOCATION PLAN  
T1 SCALE: 1/2" = 1'-0"

T1

BAKE LAB VARIANCE  
EXTERIOR CONSTRUCTION  
410 N LINCOLN AVE  
URBANA, ILLINOIS 61801

These drawings and specifications are the property and copyright of Andrew Fell, Architecture and Design and shall not be used on 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.

ANDREW FELL  
ARCHITECTURE AND DESIGN  
515 NORTH HICKORY STREET, SUITE 101  
CHAMPAIGN, ILLINOIS 61820  
PHONE: 217.383.2890  
WWW.ANDREWPELL.COM  
EMAIL: andrewfell@comcast.net

PROJECT # 25058  
DATE: 2023  
REVISIONS:

Exhibit D - Photos



Fig. 1: Looking east from N. Lincoln Ave.



Fig. 2: Looking southeast from sidewalk.

Exhibit D - Photos

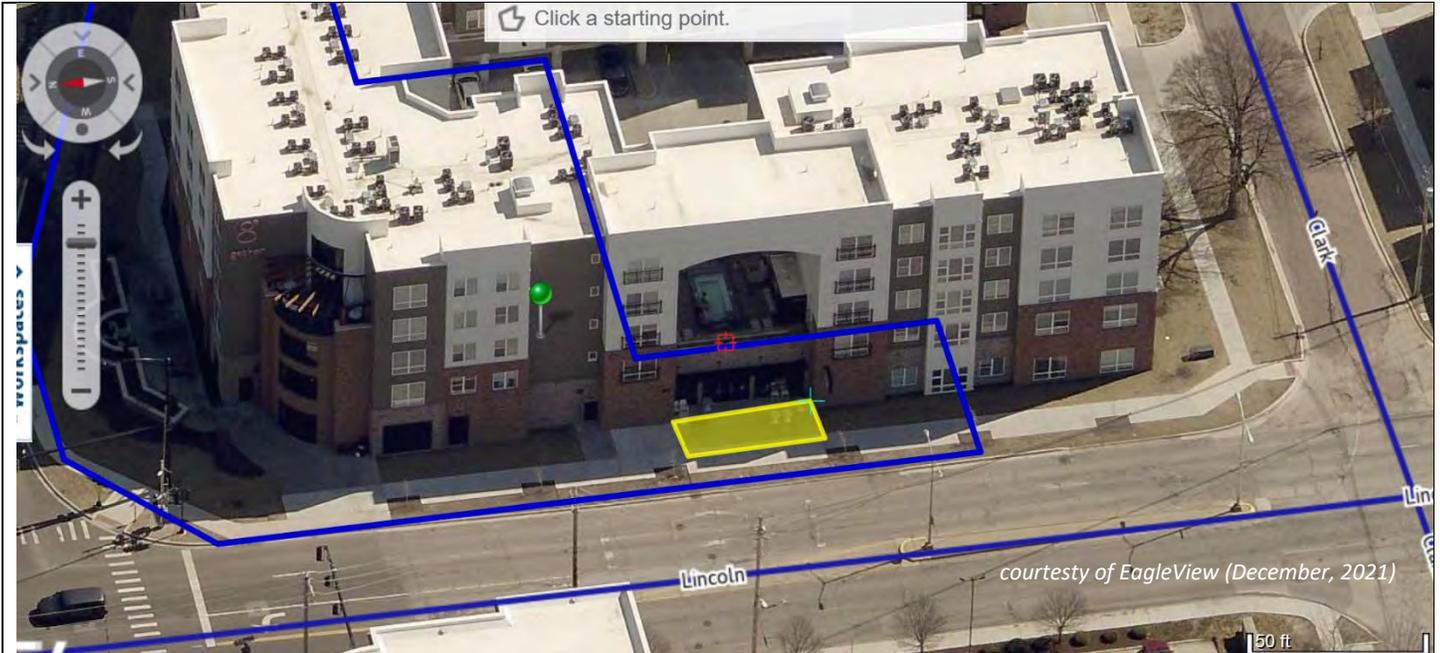


Fig. 3: Aerial looking southeast onto site; variance location is in middle of block, west of entrance alcove.



Fig. 4: Aerial looking east onto site; variance location is in middle of block, west of entrance alcove.

Exhibit D - Photos

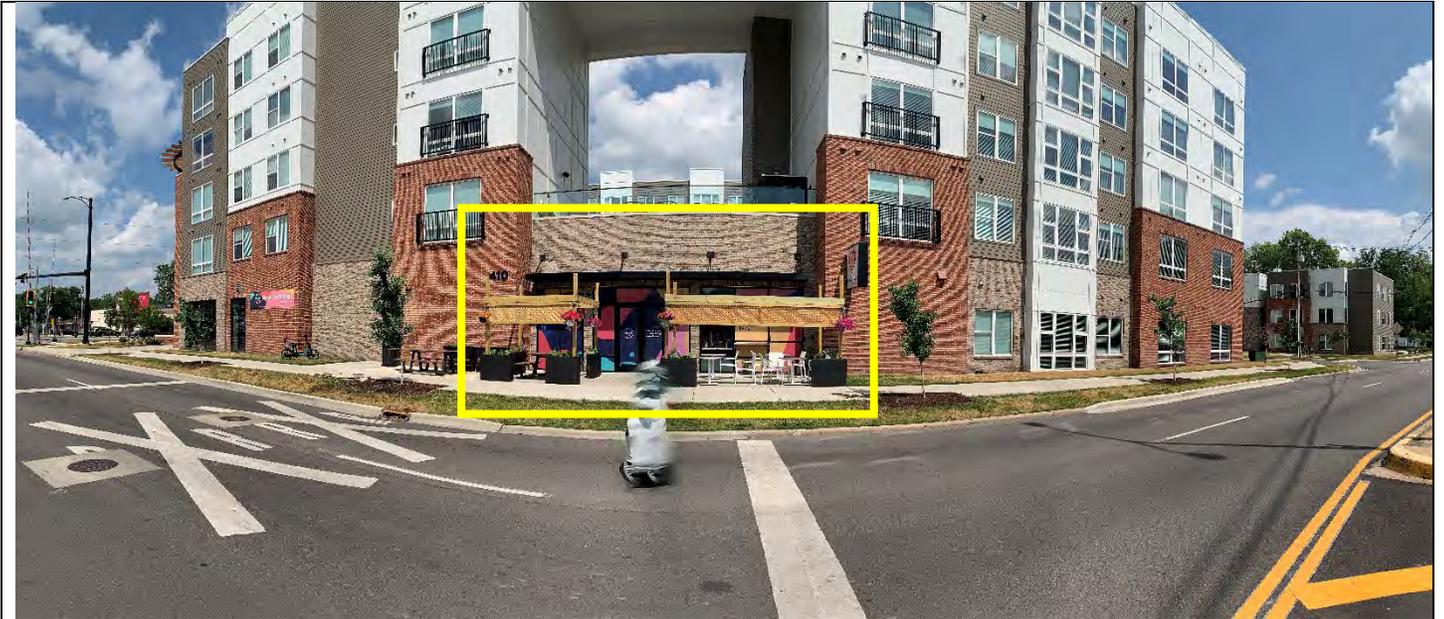


Fig. 5: Looking east from N. Lincoln Ave.



Fig 6: Looking north from southeast corner of outdoor dining area.

# Council Exhibit B - DRAFT 7/19/2023 ZBA Meeting Minutes

Item a.

July 19, 2023

## MINUTES OF A REGULAR MEETING

### URBANA ZONING BOARD OF APPEALS

### DRAFT

**DATE:** July 19, 2023

**TIME:** 7:00 P.M.

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

---

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

**STAFF PRESENT:** Marcus Ricci, Planner II; Kimberly Smith, Community Development Services Director; Stepheny McMahon, Economic Development Supervisor; Darius White, Economic Development Coordinator; UPTV Camera Operator

**PUBLIC PRESENT:** Tim Chao, Eric Ehmann

---

...

#### 5. NEW PUBLIC HEARINGS

**ZBA-2023-MAJ-02: A request by Tim Chao, dba BakeLab LLC, on behalf of GSA Group, to reduce a portion of the minimum front yard along North Lincoln Avenue to seven feet, eight inches (49% of the required yard), at 410 North Lincoln Avenue, in the B-3, General Business Zoning District.**

Chair Welch opened the public hearing for Case No. ZBA-2023-MAJ-02. Marcus Ricci, Planner II, reviewed the written staff report. He reviewed the options of the Zoning Board of Appeals and presented staff's recommendation for approval.

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

Mr. Warmbrunn asked if the planters and pergola would be up all year round. Mr. Ricci said yes. His understanding is that the solar shade would be removed during the winter months.

Mr. Cho asked for clarification on what would be allowed to encroach into a front yard. Mr. Ricci replied that landscape features, outdoor living areas (such as a raised deck), and building ornamentation pieces (such as cornices and eaves) are permitted to encroach into required front yards.

Mr. Cho asked if the future zoning plan would alleviate the need for this type of request. Mr. Ricci explained that the Future Land Use designation was taken from the 2005 Comprehensive Plan. It is

# Council Exhibit B - DRAFT 7/19/2023 ZBA Meeting Minutes

Item a.

July 19, 2023

possible that the future update of the Comprehensive Plan might direct City staff to make changes to the Zoning Ordinance to allow pergolas in required front yards.

Ms. Uchtmann asked if pergolas have covers. Mr. Ricci said that pergolas typically have a series of vertical slats that act as cover as the sun moves across. Riggs Brewery have solar panels that act as covers. The request is to allow the encroachment of a structure into the required front yard.

With there being no further questions for City staff, Chair Welch reviewed the procedures for a public hearing and then opened the hearing for input from the audience. He invited the applicant to approach the Board to speak on behalf of his request.

Tim Chao, applicant, approached the Zoning Board of Appeals to speak. He stated that this is about having an outdoor café in the Lincoln Avenue corridor that is for everyone to see and enjoy.

Eric Ehmman approached the Zoning Board of Appeals to speak in favor of the proposed request. He stated that the outdoor seating area gives a neighborhood feel to the area. It would be nice to have a cover blocking the sun.

Mr. Welch asked how long Mr. Ehmman has lived in the area. Mr. Ehmman replied seven years.

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

Mr. Ricci noted that staff did not add a condition to tie the submitted site plan to the approval; however, the Board could add such a condition. Chair Welch stated that is a good idea.

Mr. Rusch moved that Case No. ZBA-2023-MAJ-02 be forwarded to City Council with a recommendation of approval with the condition that the structures generally conform to the site plan attached in the written staff memo. Ms. Uchtmann seconded the motion.

Roll call on the motion was as follows:

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

The motion was passed by unanimous vote. Mr. Ricci announced that this case would be forwarded to Committee of the Whole on Monday, August 21, 2023, and to City Council on Monday, August 28, 2023.

...



***EXECUTIVE DEPARTMENT***

Information Technology Division

Memorandum

To: Mayor Diane Wolfe Marlin  
Urbana City Council

CC: Urbana Public Television Commission  
Bourema Ouedraogo, UPTV Production Coordinator

From: Sanford Hess, Urbana IT Director

Regarding: A Proposed Ordinance Amending Urbana City Code Chapter 24, Article VI  
(Urbana Public Television Commission)

Date: August 17, 2023

The Urbana Public Television (UPTV) Commission was created in April 1997. During its first 20 years, the UPTV – and the Commission – had a more significant role at the City. However, the most recent years have seen a decline in Cable viewership, UPTV membership, and (especially after the pandemic) a decrease in relevance to the community. Simply put: there are many ways for people to film and share their content with the world; it no longer requires a TV camera and a studio.

At this point, the UPTV Commission has no significant role to play, and we recommend that the City Code that created the Commission be repealed.

The ordinance creating the UPTV Commission assigned it two duties (besides adopting rules of procedure):

- **Policies.** “The commission shall advise the city administration on the content of PEG access cable policies relating to Urbana Public Television and may suggest changes to policies.”
- **Hearing of disputes.** “The commission, upon the request of an aggrieved member adversely affected by a final decision of the administration, shall hear and make a final determination of disputes regarding: 1. Membership in UPTV; 2. Discipline of members of UPTV; 3. Restrictions imposed by the administration on cable-cast of specific programs on UPTV after complaints have been received by the administration about the programs' content.”

Neither of these duties has been necessary for some time.

- **Policies.** The City’s policies for UPTV were last updated in 2019, and with the diminished UPTV membership over time, they show no need for updates. The 2019 updates were made on the initiative of staff, and the UPTV Commission suggested only minor updates before approving them.
- **Hearing of disputes.** There have been no disputes from aggrieved UPTV members in the 10 years since I joined the City in 2013. Two complaints were shared with the Commission (in 2014 and 2018), but both were from UPTV **viewers** who objected to content shown on UPTV. (In both cases, UPTV did not change its programming.)

During the time when the City had a UPTV Station Manager, UPTV Commission meetings contained a summary of UPTV initiatives, statistics on programming, a summary of social media views, and the ever-popular clips reel.

Since the City's last Station Manager left in 2021, the position has not been filled – and as reported during Budget presentations in June 2023, the position is no longer being funded. Without staff to sustain and drive the UPTV programming and membership efforts, there has been no relevant content for the meetings. Without content for the meetings, they provide little value, but simply consume time and effort from the Commissioners and staff.

In accordance with ongoing goals for City operations to be more efficient and focused, we recommend approval of the attached Ordinance to amend the City Code that established the UPTV Commission.

Attachment: Draft Ordinance

**ORDINANCE NO. 2023-08-XXX****AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER 24, ARTICLE VI  
(Urbana Public Television Commission)**

**WHEREAS**, the City of Urbana (the “City”) is a home rule unit of local government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970 and may exercise any power and perform any function pertaining to its government and affairs, including but not limited to the creation and dissolution of boards and commissions to assist with the performance and functioning of its governmental affairs; and

**WHEREAS**, on or about April 21, 1997, the City adopted Ordinance No. 9697-121, which created and established the Urbana Public Television Commission, which creation and establishment is currently memorialized in Chapter 24, Article VI, Sections 24-150 through 24-156 of the Urbana City Code (hereinafter, the “UPTVC Ordinance”); and

**WHEREAS**, the primary stated purpose of the Urbana Public Television Commission is to “advise the city administration on the content of PEG access cable policies relating to Urbana Public Television and may suggest changes to policies.” UCC Sec. 24-156; and

**WHEREAS**, the Urbana Public Television Commission’s duties are no longer needed by the City of Urbana, because the City no longer requires advising on cable policies as the City lacks the resources to develop and program content from non-government sources.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, AS FOLLOWS:**

**Section 1.** Chapter 24, Utilities, Article VI, Public, Education, Government Access Cable Television, Sections 24-151 through 24-156 of the Urbana City Code shall be and hereby are repealed effective upon adoption of this Ordinance.

**Section 2.** Chapter 24, Utilities, Article VI, Public, Education, Government Access Cable Television, Section 24-150 – Urbana Public Television; establishment, Subsection (b) shall be modified by deleting the clause: “...except as specifically reserved to the Urbana Public Television Commission by ordinance.”

**Section 3.** Effective upon adoption of this Ordinance, the City of Urbana shall officially dissolve the Urbana Public Television Commission.

**Section 4.** Effective upon adoption of this Ordinance, all terms of those commissioners who have been appointed by the City of Urbana to serve on the Urbana Public Television Commission shall be deemed to and hereby expire.

**Section 5.** Notwithstanding anything to the contrary contained in this Ordinance, the City of Urbana shall retain such records pertaining to and/or created by, for, or on behalf of the Urbana Public Television Commission by the City of Urbana and any of its employees in compliance with the laws of the State of Illinois concerning the retention and destruction of local governmental records.

**Section 6.** Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 7.** This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action accrued or existing prior to the effective date of this Ordinance; nor shall any right or remedy or any character be lost, impaired, or affected by this Ordinance.

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

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

AYES:

NAYS:

ABSTENTIONS:

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

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

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



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

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

**TO:** Mayor Diane Wolfe Marlin and Members of the City Council  
**FROM:** Tim Cowan, Director of Public Works  
**DATE:** August 21, 2023  
**RE:** Champaign County GIS Consortium (CCGISC) Intergovernmental Agreement for Supplementary and On-Call Services

### Introduction and Background

The City of Urbana entered into an Intergovernmental Agreement (IGA) in 2002 with Champaign County, City of Champaign, the Board of Trustees of the University of Illinois, the Villages of Rantoul, Savoy, and Mahomet to develop and operate a coordinated countywide geographic information system. This original agreement created the CCGISC to operate and manage mutually beneficial GIS data with joint funding. In addition to developing and implementing work plans developed and approved by the technical and policy committees associated with the Consortium, the Consortium has also been asked over the years to provide supplemental services to individual member agencies. Historically, this has been done if/when they have the staffing skills/bandwidth at an agreed upon cost within the applicable constraints of our purchasing policy. The intent of this IGA is to formalize this agreement around some specific services they have been assisting with annually (like data hosting) and some GIS Administration efforts. In addition, this would create a formal contract for other on-call services for which we may desire assistance that are outside of our current staffing bandwidth. If/when the Consortium has available bandwidth, they are more affordable than a GIS consultant and already have a better understanding of our data and security access to edit it. The annual budget provides adequate funds to pay for the recurring hosting/administration services within the normal operating budget for Information and Technology. If/when requested, supplemental, on-call services for special projects would be paid for out of Public Works operating budget. This effectively helps provide further redundancy with one of our most powerful tools as we only have one GIS Specialist on staff.

**Recommendation**

Staff recommends that City Council approve the attached Resolution Approving an Intergovernmental Agreement Concerning Geographic Information System Services.

*Attachments: Proposed Resolution Approving an Intergovernmental Agreement Concerning Geographic Information System Services  
Proposed Intergovernmental Agreement for Geographic Information System Services Between the Champaign County GIS Consortium and the City of Urbana*

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

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT  
CONCERNING GEOGRAPHIC INFORMATION SYSTEM SERVICES**

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

**WHEREAS**, the Champaign County GIS Consortium (hereinafter “CCGISC”), and Champaign County (hereinafter “County”) are bodies of politic organized under the laws of the State of Illinois; and

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the CCGISC, the County, and Urbana wish to cooperate to provide Urbana with GIS and IT services.

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

**Section 1.**

The Intergovernmental Agreement between Urbana and the Champaign County Geographic Information System Consortium (CCGISC) concerning GIS and IT Services, which is attached hereto and incorporated by reference herein, shall be and hereby is authorized and approved.

**Section 2.**

The Mayor of the City of Urbana, Illinois, shall be and hereby is authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, shall be and hereby is authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

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

AYES:

NAYS:

ABSTENTIONS:

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

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

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

## APPENDIX A

### 1.0 SCOPE OF SERVICES

The City of Urbana (Urbana) has identified the need for consistent, continuous, and centralized GIS support and guidance (GIS services). To that end, the following scope of services is being proposed for consideration by Urbana.

#### 1.1 GIS Services

This Agreement allows CCGISC to complete any requested GIS tasks or services without the need to enter into subsequent agreements. Prior to the beginning of a task, an informal cost proposal will be supplied by CCGISC to Urbana. Work on a project will not begin until Urbana accepts the cost proposal. As Urbana is a member of the Champaign County GIS Consortium, CCGISC can offer GIS support to Urbana at staff hourly cost rates. These rates are subject to change July 1st of each year.

#### 1.2 Data Hosting

Urbana shall utilize resources of CCGISC to store the Urbana GIS data in an Enterprise Geodatabase. This will allow Urbana to minimize data layer redundancy and confusion and help ensure long-term data integrity. In addition, edits made by either party could be immediately viewed by the other party. The Urbana data will be maintained in a dedicated and separate database. Approximately one month of backups will be retained on a CCGISC server. In addition, one backup per month shall be archived. Archives shall be provided to Urbana upon request.

#### 1.3 ArcGIS Enterprise (Portal/Server/Data Store) Administration & Server Management

CCGISC shall provide Urbana with the necessary virtual server(s) to house Urbana's ArcGIS Enterprise software. CCGISC will also be responsible for the administration of this software. This includes, but is not limited to, ArcGIS Enterprise software installation, upgrades, configuration, and management. Physical server and virtual server management (*hardware upgrades, creation of virtual servers, operating system upgrades, etc.*) shall be performed by the County Information Technology (IT) department.

Urbana is responsible for the purchase of all ESRI ArcGIS licenses and users.

## 2.0 FEES

CCGISC proposes to perform the above-described services based on the fees as described below.

### 2.1 GIS Services

The staff hourly cost rates listed by staff classification are directly calculated from the staff hourly pay rates.

Staff Classification	Hourly Cost Rate* <i>(July 1, 2023 – June 30, 2024)</i>
GIS Technician	\$38.77
GIS Specialist	\$41.39
GIS Analyst	\$54.48
GIS Programmer	\$60.85
GIS Manager	\$73.04

*\*Hourly cost rates are subject to change on July 1<sup>st</sup>, the beginning of each term. Changes are due to staff changes, salary increases or decreases, or changes in benefits. CCGISC shall notify Urbana of any rate changes prior to the beginning of each term.*

### 2.2 Data Hosting

Costs associated with data hosting are derived from software and hardware costs based on the estimated percentage of server usage. Server usage is determined by the estimated size of the Urbana GIS data. Costs subject to change at the beginning of each term, fluctuations based on % usage, software, and server costs.

Estimated Server Costs

15% of \$12,000 is \$1800; \$1800/4 = \$450.00..... **\$450.00 / year**

Servers are purchased on a 4-year rotation.

Annual Software Costs

15% of \$6,155.00..... **\$923.25 / year**

**Annual Data Hosting Fee: \$1,373.25**

### 2.3 ArcGIS Enterprise (Portal/Server/Data Store) Administration & Server Management

Costs associated with data hosting are derived from software and hardware costs based on the estimated percentage of server usage. Server usage is determined by the number and size of published services and usage. Costs subject to change at the beginning of each term, fluctuations based on staff hourly rates, number of virtual servers, % usage, software, and server costs.

Estimated Server Costs

15% of \$12,000 is \$1800; \$1800/4 = \$450.00..... **\$450.00 / year**

Servers are purchased on a 4-year rotation.

ArcGIS Enterprise Administration Costs

30 hours annually at Level 2 (Programmer) Support..... **\$1,825.50 / year**

Server Management Costs (1 Virtual Server)

County Information Technology Management Fee ..... **\$750.00 / year**

**Annual Server Administration & Management Fee: \$3,025.50**



Champaign County  
City of Champaign  
City of Urbana  
University of Illinois  
Village of Rantoul  
Village of Mahomet  
Village of Savoy  
Village of St. Joseph

**INTERGOVERNMENTAL AGREEMENT  
FOR GEOGRAPHIC INFORMATION SYSTEM SERVICES  
BETWEEN THE CHAMPAIGN COUNTY GIS CONSORTIUM AND THE CITY OF URBANA**

**THIS INTERGOVERNMENTAL AGREEMENT** (hereinafter “the Agreement”) is entered by and between the City of Urbana (hereinafter “Urbana”), the Champaign County Geographic Information Consortium (hereinafter “CCGISC”), and Champaign County (hereinafter “County”) (collectively “the Parties”) on the date that it is fully executed by both the Parties.

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the CCGISC, the County, and Urbana wish to cooperate to provide Urbana with GIS and IT services.

**NOW, THEREFORE**, pursuant to the Intergovernmental Cooperation Act 5 ILCS 220/1 et. seq. and in consideration of the terms, conditions and covenants contained herein, or attached hereto and incorporated by reference, the Parties agree as follows:

1. Employment of CCGISC: Urbana hereby agrees to engage the CCGISC, and the CCGISC hereby agrees to perform the GIS services set forth in this contract.
2. Cooperation of Urbana: Urbana will make available at no cost to the CCGISC any information and data in the possession of Urbana that is required to complete mutually agreed upon GIS services.
3. Personnel: The CCGISC represents that it has, or will secure its own expense, all personnel required in performing the services under this contract.
4. Scope of Services: CCGISC will provide GIS services and data as described in the Scope of Services at Appendix A.
5. Quality Control: CCGISC will utilize GIS best practice techniques when creating, reviewing, or maintaining data for the Urbana. These best practice techniques include topology and data integrity checks. The final quality control checks are the responsibility of Urbana.
6. Data Ownership: All data produced under the scope of this agreement shall be the property of Urbana. Urbana will grant to the CCGISC the right to store the data on CCGISC computers for the term of this agreement. The data produced under the scope of this agreement shall not be distributed by the CCGISC in any form to any entity without the consent of Urbana, unless otherwise required by law. After termination of this agreement, the CCGISC will, upon direction of Urbana, remove all Urbana data from CCGISC computers.

- 7. Compensation: Urbana agrees to pay the CCGISC the hourly cost rate of the CCGISC staff for services rendered as found in the Scope of Services at Appendix A. Hourly cost rates may change each term due to staff changes, salary increases, or changes in benefits. CCGISC shall increase or decrease the hourly rate accordingly. Urbana also agrees to pay CCGISC the Data Hosting and ArcGIS Enterprise Administration & Server Management fees as described in the Scope of Services at Appendix A. CCGISC shall notify Urbana of any hourly rate and/or fee changes prior to the beginning of each term.
- 8. Term: The initial term of this Agreement shall begin on **July 1, 2023, and end June 30, 2024**. Thereafter, the Agreement shall automatically renew from July 1<sup>st</sup> through June 30<sup>th</sup> of each subsequent year unless terminated for cause or convenience pursuant to Paragraph 9 or 10 herein.
- 9. Termination of Contract for Cause: If for any cause CCGISC shall fail to fulfill, in a timely and proper manner, its obligations under this Agreement, or if CCGISC violates any of the covenants, agreements, or stipulations of this Agreement, Urbana shall thereupon provide written notice to CCGISC of its intent to terminate this Agreement and the specific details of the default and reason for termination. CCGISC shall have ten (10) business days from the receipt of notice to cure any default, or any longer period of time to which the Parties agree in writing. If CCGISC fails to cure the default to Urbana’s satisfaction Urbana may exercise its right to terminate the Agreement under this paragraph. The annual fee shall be prorated based on the hours of work completed at the date of termination and returned to Urbana. Should the number of work hours exceed the number of hours used to calculate the annual fee, no funds shall be returned to Urbana.

Likewise, if for any cause Urbana shall fail to fulfill, in a timely and proper manner, its obligations under this Agreement, or if Urbana violates any of the covenants, agreements, or stipulations of this Agreement, CCGISC shall thereupon provide written notice to Urbana of its intent to terminate and the specific details of the default and reason for termination. Urbana shall have ten (10) business days from the receipt of notice to cure any default, or any longer period of time to which the Parties agree in writing. If Urbana fails to cure the default to CCGISC’s satisfaction CCGISC may exercise its right to terminate the Agreement under this paragraph. The annual fee shall be prorated based on the hours of work completed at the date of termination and returned to Urbana. Should the number of work hours exceed the number of hours used to calculate the annual fee, no funds shall be returned to Urbana.

- 10. Termination of Contract for Convenience: This agreement may be terminated by either party at any time by a notice in writing to the other party at least thirty (30) calendar days before such terminations. Once the Contract is terminated as provided herein, a determination of the number of hours CCGISC has completed for a contracted service shall be made. Final payment for all service hours completed by CCGISC for a contracted service shall be paid to CCGISC.
- 11. Notice: For purposes of notice under this Agreement, including Paragraph 9 and 10 herein, notice to each party shall be sent as follows:

To CCGISC via US Mail to: CCGISC, 1776 East Washington Street, Urbana, Illinois 61803-7760;  
and via email to: Director of CCGISC, lbrehob-riley@co.champaign.il.us

To Urbana via US Mail to: Urbana Public Works, 706 S Glover Avenue, Urbana, Illinois 61802;  
and via email to: Public Works Director, tcowan@urbanaillinois.us; and  
City Engineer, jczeman@urbanaillinois.us

The addresses and email addresses above may be amended from time-to-time by mutual agreement of the Parties in writing.

12. Indemnification: Urbana shall indemnify, defend, and hold harmless CCGISC and the County and any of their members, directors, officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against CCGISC or the County that arises solely from an act, failure or omission on the part of CCGISC or the County, or any of their members, officers, employees, agents, representatives, and volunteers in carrying out the terms of this Agreement.

CCGISC and the County shall indemnify, defend and hold harmless Urbana and any of its members, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney’s fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Urbana that arises solely from an act, failure or omission on the part of CCGISC or the County or any of their members, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Each party shall obtain and maintain at its own expense appropriate insurance providing coverage for comprehensive general liability and professional liability, having such limits and deductibles, and upon such terms and conditions, as are common and customary.

13. Data Access: Every effort will be made to ensure Urbana is able to access their data, websites, custom applications, etc. 7 days a week, 24 hours a day, including holidays. Exceptions include periods of preventive or remedial maintenance and/or operational or security issues. Neither CCGISC nor the County will be liable financially or otherwise for periods of inaccessibility.

14. Changes: Urbana may from time-to-time request changes in the services of the CCGISC to be performed hereunder. Such changes, including any increase or decrease in the amount of the CCGISC's compensation, which are mutually agreed upon by and between Urbana and the CCGISC, shall be incorporated in written amendments to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its officers as of the date first written above.

**City of Urbana**

**CCGISC**

BY: \_\_\_\_\_  
Title:

BY: Steve Summers  
Title: County Executive

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**MEMORANDUM**

**TO:** City Council  
**FROM:** Diane Wolfe Marlin, Mayor and Local Liquor Control Commissioner  
Kate Levy, Deputy Local Liquor Control Commissioner  
**DATE:** August 21, 2023  
**RE:** **Increasing the Number of Class A Liquor Licenses for Urbana Boulders, LLC  
d/b/a Urbana Boulders, 1502 1/2 Cunningham Avenue, Urbana, IL**

**Urbana Boulders, LLC**, has applied for a Class A (Retail On-Premise) liquor license for the establishment located at 1501 1/2 Cunningham Avenue in Urbana.

The total number of Class A licenses will increase from seven to eight.

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

AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER THREE, SECTION 3-43

(Increasing the number of Class A liquor licenses for Urbana Boulders, LLC, d/b/a Urbana Boulders, 1502 1/2 Cunningham Avenue, Urbana, IL)

WHEREAS, the City Council heretofore has adopted Urbana City Code Section 3-43 to establish limits on the number of liquor licenses issued in the City in this Class A designation; and

WHEREAS, the City Council finds that the best interests of the City are served by modifying the number of Class A liquor licenses for Urbana Boulders, LLC, d/b/a Urbana Boulders, 1502 1/2 Cunningham Avenue, Urbana, IL.

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

Section 1.

Urbana City Code Chapter 3, "Alcoholic Liquors," Article III, "Retail License," Section 3-43, "Limitations on number issued," subsection 3-43(a), is hereby amended and as amended shall read as follows:

Sec. 3-43. - Limitations on number issued.

(a) The maximum number of liquor licenses authorized for the license classifications set forth below is as follows:

Classification	Number authorized
A	<del>7</del> 8
BYOB-R	0
CA	1
CS	0
FM	0
GC	1
GH	9
H	2
MB-1	0
MB-2	2
N	1
P	25
PB	0

R&T-1	14
R&T-2	11
TH	0
URO	0

**Section 2.**

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 3.**

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

**Section 4.**

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage.

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 \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

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

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

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



## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** August 21, 2023 Committee of the Whole Meeting  
**Subject:** Ordinance No. 2023-08-\_\_\_: An Ordinance Amending Section 24-172 of the Urbana City Code and the Schedule of Fees Pertaining to the Stormwater Utility Fee

### Summary

#### *Action Requested*

City Council is being asked to approve an ordinance amending Section 24-172 of the Urbana City Code and the Schedule of Fees pertaining to the stormwater utility fee. The amendment will increase the rate of the stormwater utility fee to \$8.00 per month per ERU from a current rate of \$5.82 per month per ERU. The amendment will also allow the City to change the rate structure for residential properties from a flat fee to a fee based on the amount of impervious surface per parcel.

#### *Background*

Ordinance No. 2012-04-043 (An Ordinance Establishing a Stormwater Utility and a Dedicated Fund for its Operation) established a stormwater utility fee to be a dedicated source of funding to address stormwater management program needs for the City of Urbana. The current revenue from this utility does not adequately fund the current or future needs of the stormwater management program. The initial utility fee rate was set up based on an estimate of equivalent residential units (ERUs) for the City from analyses of impervious areas of select properties within all of the land use categories in the City. These analyses were reported in the City of Urbana 2011 Stormwater Utility Feasibility Study produced by AMEC. The actual number of ERUs is significantly less than what was estimated in 2011 causing the revenue to be much less than predicted when the utility was established. A utility rate increase is needed to fully fund the current needs of the stormwater management program. A utility fee rate structure change is also proposed to more equitably distribute the costs of the stormwater utility among stormwater utility fee payers.

### Relationship to City Services and Priorities

#### *Core Services*

The proposed utility fee rate will fund activities that are required for maintaining the City's compliance with its IEPA Municipal Separated Storm Sewer System permit, for performing necessary repairs to the storm sewer system on a reactive basis, for collecting data on the system that will allow us to complete a system-wide model for predicting capacity issues and to plan for and prioritize future investments in rehabilitation and replacement projects for the storm sewer system.

*Strategic Goals & Plans*

The proposed ordinance aligns with Strategy 1. “Improve quality of current infrastructure assets” under Strategic Area #3: Infrastructure. The proposed rate increase is a recommendation from the draft Stormwater Asset Management Plan for the City of Urbana, a plan for funding, level of service, and replacement and repairs for the stormwater system.

*Previous Council Actions*

Ordinance No. 2012-04-043 (An Ordinance Establishing a Stormwater Utility and a Dedicated Fund for its Operation) established a stormwater utility fee to be a dedicated source of funding to address stormwater management program needs for the City of Urbana.

**Discussion**

Please see the presentation slides included with the Council packet for additional information on the Stormwater Asset Management Plan, the proposed Ordinance, and its impacts.

*Recommendation*

Staff is asking Council to approve the attached draft Ordinance.

*Next Steps*

If approved, Staff will execute the Ordinance. If deferred, it can be included with more information about implementation for future council considerations.

**Attachments**

1. Ordinance No. 2023-08-\_\_\_: An Ordinance Amending Section 24-172 of the Urbana City Code and the Schedule of Fees Pertaining to the Stormwater Utility Fee
2. Presentation Slides for the Stormwater Asset Management Plan

Originated by:

Carmen Franks, Assistant City Engineer

Reviewed:

John Zeman, City Engineer, and Tim Cowan, Public Works Director

Approved:

Carol Mitten, City Administrator

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

**AN ORDINANCE AMENDING SECTION 24-172 OF THE URBANA CITY CODE  
AND THE SCHEDULE OF FEES PERTAINING TO  
THE STORMWATER UTILITY FEE**

**WHEREAS**, the City of Urbana 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, including the power to regulate for the protection of the public health, safety, and welfare; and

**WHEREAS**, Chapter 24 of the Urbana City Code (UCC) sets forth the provisions concerning the stormwater utility fee; and,

**WHEREAS**, a schedule of fees is adopted by the City Council pursuant to Section 14-7 of the UCC that establishes the fees for various licenses, permits, fines and other fees required under the UCC, including the stormwater utility fee; and,

**WHEREAS**, the City of Urbana, Illinois seeks to increase the frequency of stormwater infrastructure inspections and maintenance activities; add more resources for compliance with the National Pollutant Discharge Elimination System permit; complete data collection on the characteristics of the storm sewer system; and increase funding levels for stormwater infrastructure repairs and capital improvement projects; and

**WHEREAS**, the City Council, after due consideration, finds that amending Section 24-172 pertaining to the stormwater utility fee structure will more equitably distribute the costs of its stormwater utility among stormwater utility fee payers;

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

**Section 1.**

Urbana City Code Chapter 24, “Utilities,” Section 24-172(d)(2), “Stormwater utility fee rate structure/responsibility for payment,” is hereby amended to read as follows (added language is underlined):

(2) Single-family residential and duplex parcels shall be billed one (1.0) ERU each until the City of Urbana establishes the measured number of ERUs on each parcel based on impervious area. Once the City establishes the measurements of impervious areas on each single-family residential and duplex property, these parcels may be billed as all other parcels are billed as described in Section 24-172(d)(3).

**Section 2.**

Urbana City Code Chapter 14, “Licenses and Permits,” Section 14-7, “Schedule of fees,” is hereby amended, to read as follows:

(P) Stormwater Utility

Equivalent Residential Unit (ERU): ~~\$5.82 per month~~ \$8.00 per month beginning January 1, 2024 and continuing thereafter unless and until amended by action of the City Council.

**Section 3.**

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 4.**

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

**Section 5.**

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 \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

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

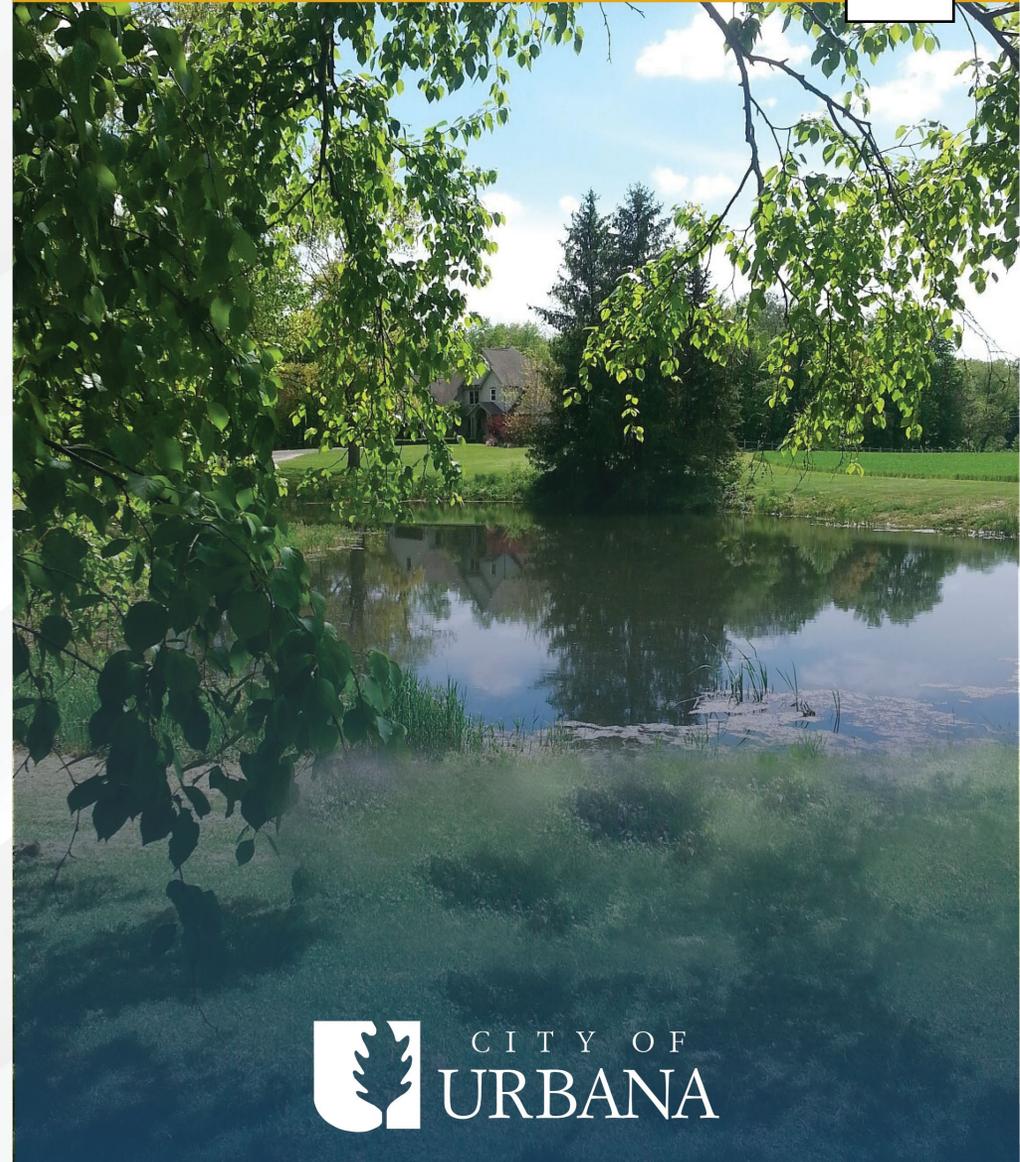
**APPROVED BY THE MAYOR** this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

# Urbana City Council Presentation

August 21, 2023

Item b.



# Presentation Agenda

- ✓ Existing System and Needs
- ✓ Asset Management Programs
- ✓ Program Costs
- ✓ Community Feedback & Staff Recommendation

# Project Team



IMAGES INC



# Existing Stormwater Management Needs

# Why develop an asset management plan?



**Document** the storm drainage system needs of the Urbana community



**Provide** City with a strategy to manage the system of pipes, structures, basins and streams



**Quantify** the future costs to manage the system

# Current Stormwater Program Overview

## Municipal Separate Storm Sewer System (MS4) Program

- IEPA Permit Compliance
- Operation and Maintenance
- Capital Construction





## Data Gathering

- What do we have?
- What is it worth?
- What condition is it in?

# What do we have?

**145 miles of pipe**

**8,300 structures**

Storm sewers, inlets, manholes

**Vine Street pumping station**

Green infrastructure (2)

**Stormwater management ponds (4)**

Storm screen (1)

**Streams & ditches (4)**



# Determining Stormwater Assets' Worth

- Estimated value of replacing **entire system** in today's dollars
- Used **unit price summaries** for replacing sewers
- Included construction, engineering and contingencies
- 2022 Replacement Cost:

**\$344 million**



# Existing Conditions

## Scalable Application

**Without detailed age records**, our team used population growth from U.S. Census Bureau per decade

- ✓ *Assumption: assets built to keep pace with population growth*
- ✓ *Total length of sewer allocated by decade based on % of population growth*

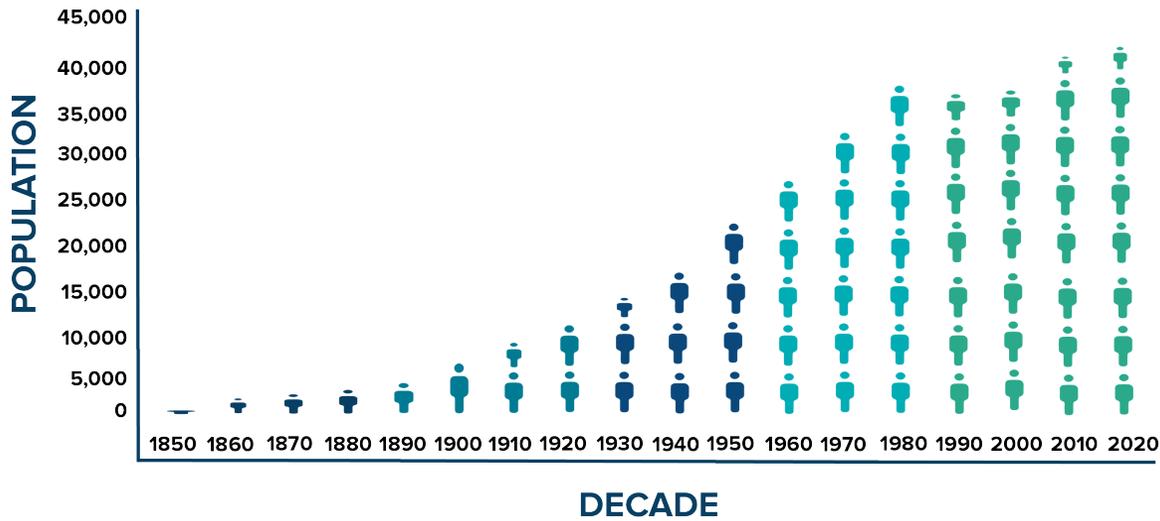


## Data Records

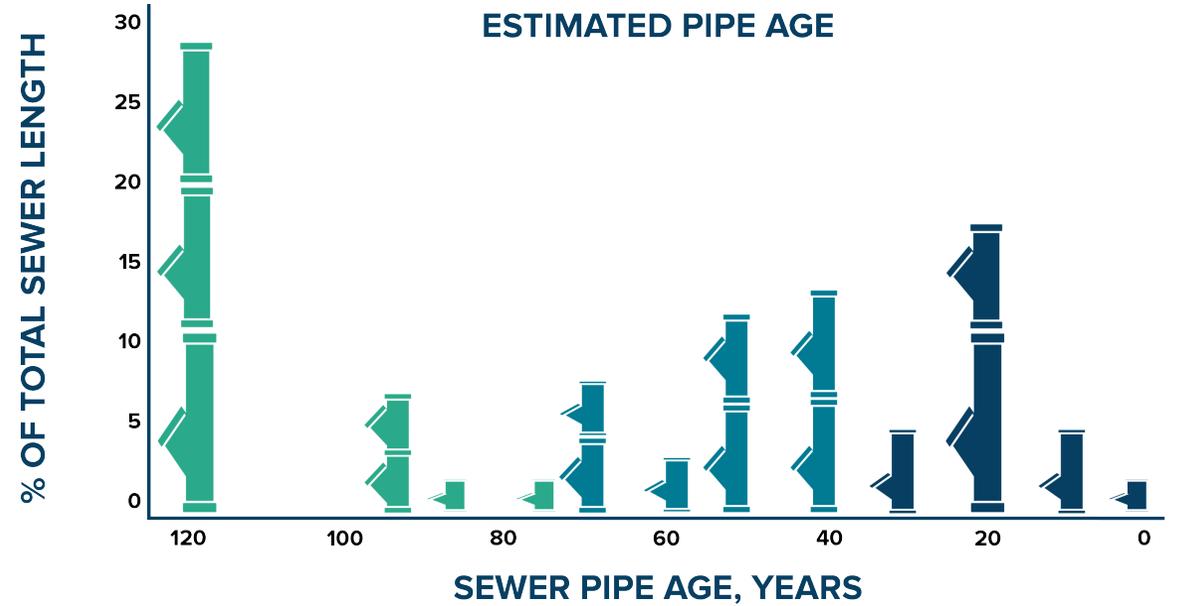
- ✓ 1980 report: **73 miles of pipe**
- ✓ 2019 GIS record: **145 miles of pipe**

# Urbana Storm Sewer System Age

### POPULATION GROWTH PER DECADE



### ESTIMATED PIPE AGE



Urbana population growth from U.S. Census Bureau per decade



Urbana Storm Sewer System Age

# Stormwater Management System: *What is needed?*

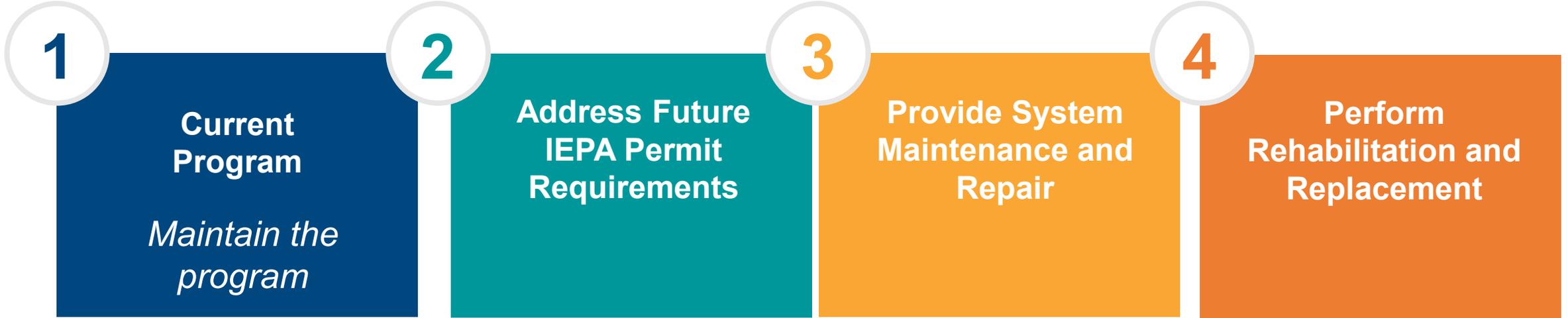
<b>NEED</b>	> 400,000 LF or 75 miles (≈ 45%) of sewer system yet to be inspected and condition rated
<b>WHY</b>	<b>Prioritization</b> of the system investment depends on condition assessment
<b>NEED</b>	<b>Complete sewer system elevation data</b> ; only the trunk sewer system modeled
<b>WHY</b>	<b>Pipe sizes and elevations required</b> for capacity assessment and system resiliency

# Program Changes

How can we address the  
system needs?

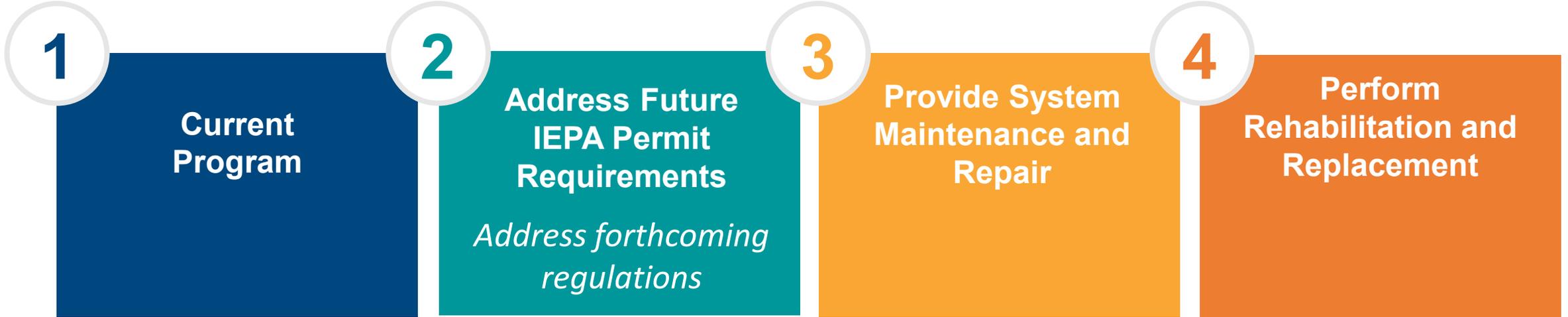
# Programs

Item b.



IEPA Permit Compliance  
Operation and Maintenance  
Capital Construction

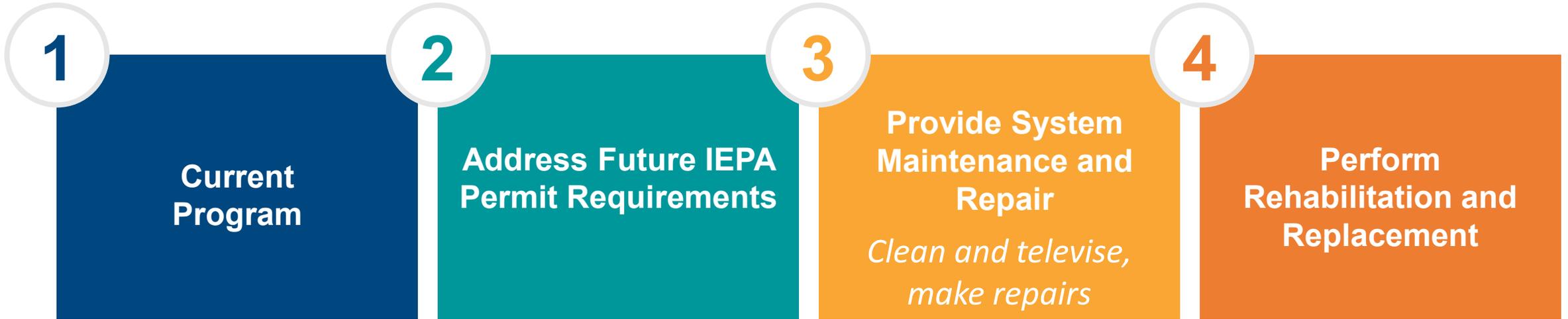
# Programs



- Develop Pollution Prevention Plan for City facilities
- Improve public education & outreach and assess changes
- Increase inspections at construction sites & City facilities
- Improve tracking of construction monitoring and use of BMPs
- Increased reporting of stormwater activities and programs

# Programs

Item b.



Cleaning and inspecting remainder of pipe system (75 miles over 5 years)

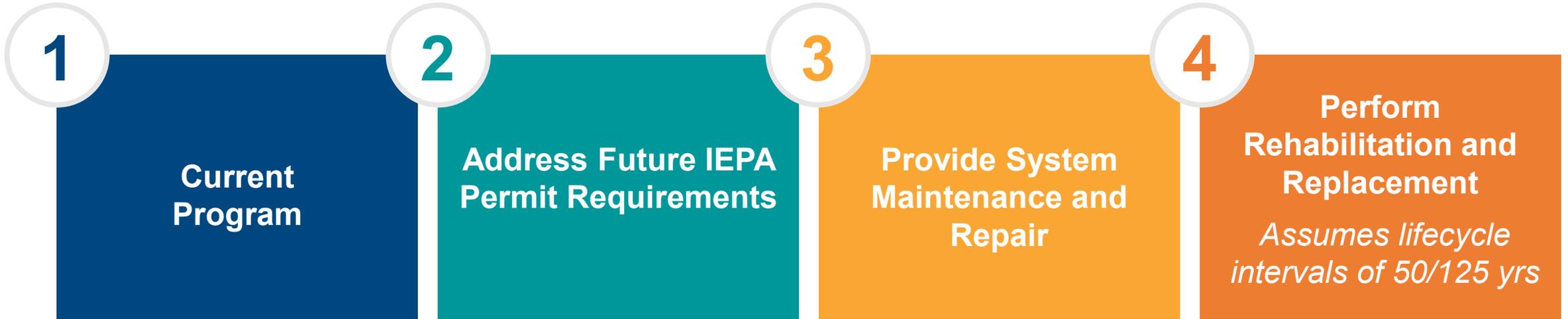
Repair critical parts of the system to prevent catastrophic failures

Data collection to prioritize system investment



# Programs

Item b.

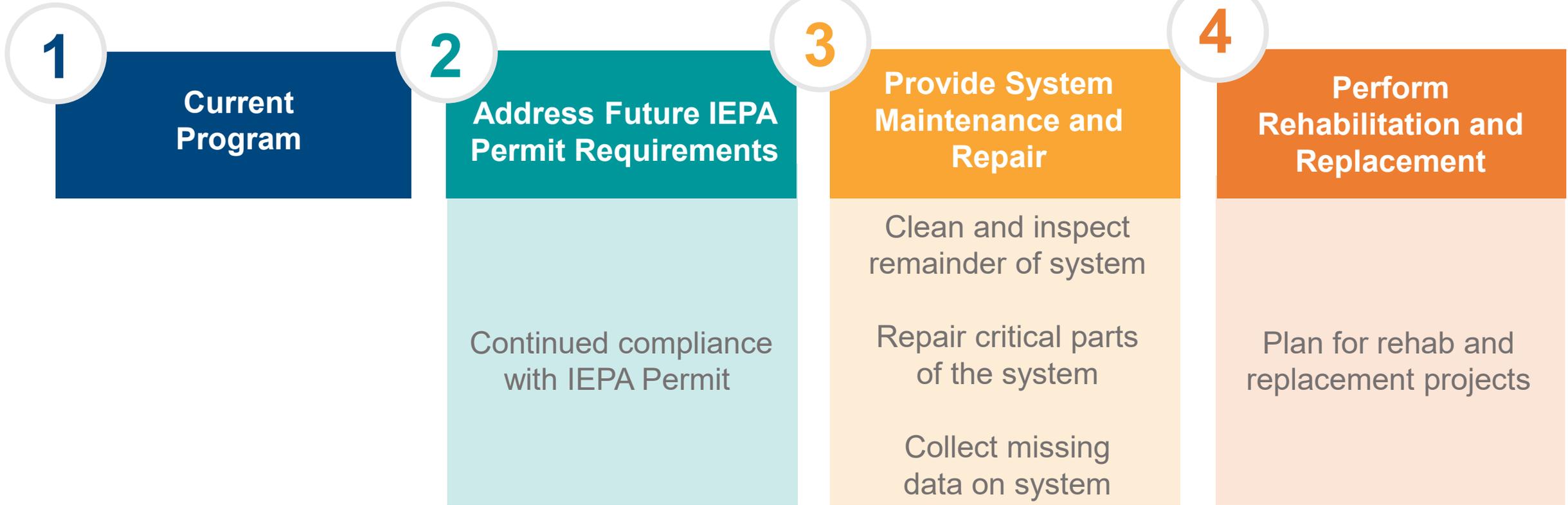


Rehabilitation and replacement of pipes and structures based on life cycle costs of the system targeting:

- 50 years for rehabilitation (i.e., pipe lining)
- 125 years for replacement (i.e., open cut construction)



# Recommended: Fully Fund 1, 2, & 3





## Program Costs

How much will it cost to make the recommended changes?

# Current Funding

## Stormwater Utility Fee

Started in 2013\*: \$4.94 / ERU /month

Current Rate: \$5.82 / ERU /month

- 1 ERU per single family home parcel
- ERUs for non-residential parcels determined by area of impervious surfaces (1 ERU = 3,100 ft<sup>2</sup> impervious area)

\*Utility formed to fund compliance efforts with IEPA permit

**Current Revenue:  
\$1.7 million**

**Current Program  
Costs: \$1.9 million**

# Why Increase Urbana's SWU Fee?

**2011 Feasibility study recommended a moderately aggressive plan:**

*Transition system cleaning from every 15 to 7-8 years*

*Budgeting \$250,000 / year for 10 years for cleaning and televising*

*Budgeting ≈\$300,000 / year for capital improvements (financed)*

**System has doubled since last study (1980):**  
73 miles to  
129 miles (2011) →  
145 miles (2019)

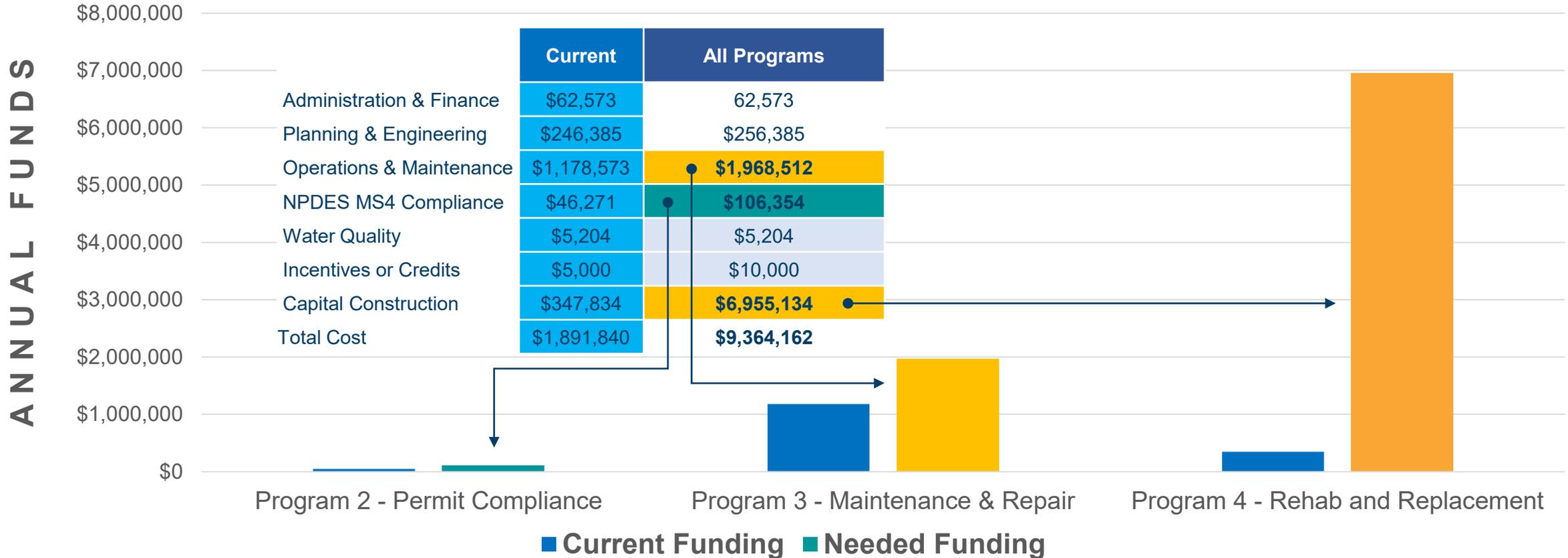
**SWU fee study initially estimated 33,800 ERUs, but current ERU total is <25,000**

**Past fee increases have not kept up with inflation**  
(and were put on hold during COVID)

**Programmatic changes needed**

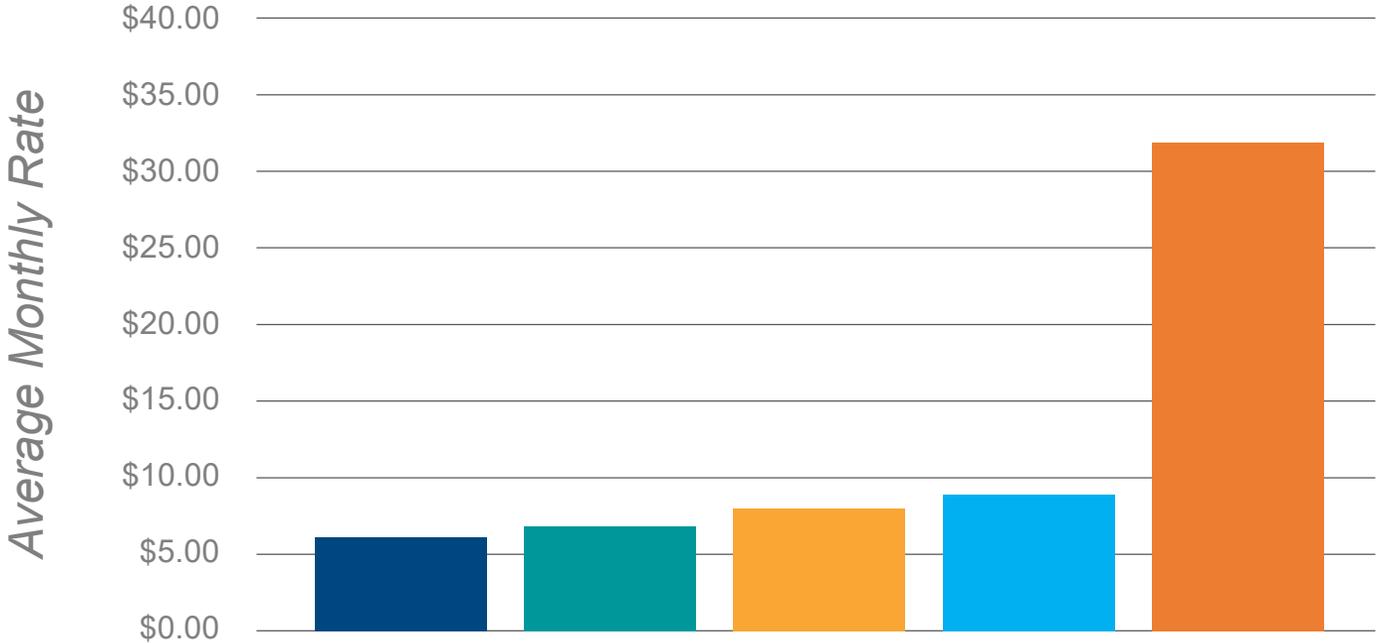
# FUNDING Current vs. Needed

## FUNDING FOR STORMWATER ASSET MANAGEMENT



# Stormwater Utility Fee Analysis (Monthly Rate)

Urbana SWAMP Rate Analysis by Raftelis



5-Year Average Rate

Current Program	<b>\$6.33</b>
Future Permit Requirements	<b>\$6.57</b>
System Maintenance & Repair	<b>\$8.76</b>
Proposed Program*	<b>\$9.29</b>
Rehabilitation & Replacement	<b>\$32.45</b>

\*Proposed Program by City Staff

# Proposed Fee

## One rate /ERU for all property types

**WHY** Elevated non-residential rate (6%) gives only a 4% decrease (\$0.39) from flat rate; non-residential properties are already required to have stormwater management on their properties

## Charge based on impervious area per parcel for everyone (residential, commercial, industrial, institutional, etc.)

**WHY** More equitable (than flat fee for all residential properties) & most accurate way to pay for how much stormwater is produced; built in incentive to reduce impervious area

**Increase rate gradually:**

- YEAR 1 (38%) → \$8.00
- YEAR 2 (10%) → \$8.80
- YEAR 3 (7%) → \$9.41
- YEAR 4 (5%) → \$9.89
- YEAR 5 (5%) → \$10.36

*Re-evaluate at YEAR 5*

# Proposed Rate / ERU / Month

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>System Maintenance &amp; Repair</b>	<b>\$8.00</b>	<b>\$8.80</b>	<b>\$9.41</b>	<b>\$9.89</b>	<b>\$10.36</b>

As posted on Urbana website & on the postcards delivered to fee payers:

## \$8.00 - \$10.36 rate

Will fully fund Program 3  
(System Maintenance & Repair)

Will provide additional funds over Program 3  
costs for Rehab & Replacements after year 5

### Stormwater Programs & Preliminary Costs Under Consideration

<p><b>Critical Maintenance &amp; Repairs</b> + Current Program</p> <p>\$ <b>\$8 per month**</b></p>	<p><b>Critical Maintenance &amp; Some Rehabilitation/ Repairs</b> + Current Program</p> <p>\$ <b>\$17 per month**</b></p>	<p><b>Rehabilitation &amp; Replacement Structures</b> + Current Program</p> <p>\$ <b>\$25 per month**</b></p>	<p><b>All Critical Maintenance, Rehab &amp; Replacements</b></p> <p>\$ <b>\$27 per month**</b></p>
<p>Current Program   \$5.82 per month*</p>			

\* per ERU for Property Owners



**Maintaining IEPA permit compliance**



**Perform necessary repairs**



**Data collection on the existing system:**

- Structure locations
- Structure elevations and pipe sizes
- ≈ 75 miles of pipe and structures still to be cleaned and inspected



**Data necessary to better define work needed and prioritize future investment in the system**

# What work would be completed with increased revenue?

# Other Funding Sources



## American Rescue Plan Act (ARPA):

*\$12.97M allocated to City of Urbana  
\$1M Green Infrastructure project proposed, but not selected for funding*



## COVID Relief Funds:

*O&M Costs were not eligible*



## Infrastructure & Investment and Jobs Act (IIJA):

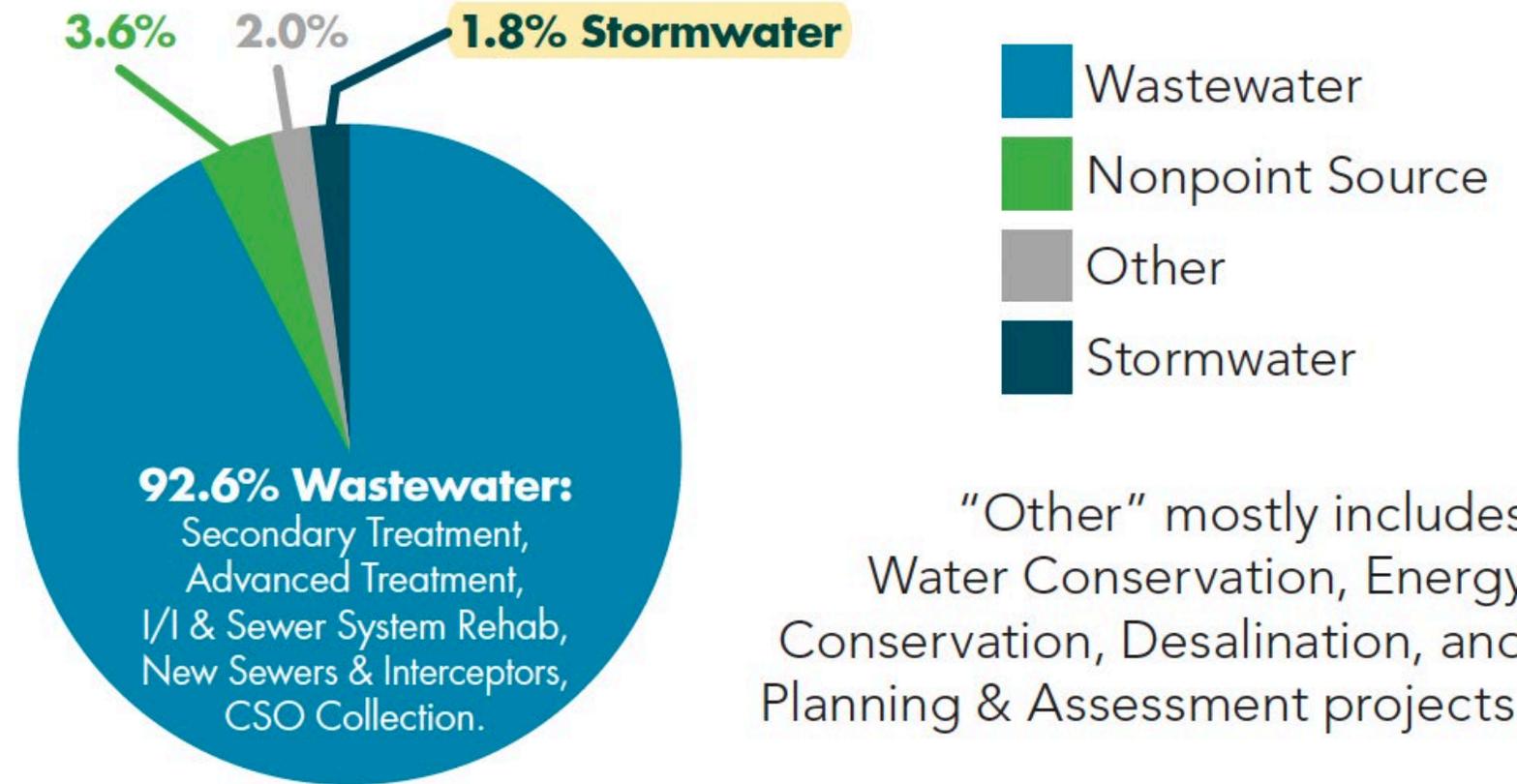
*≈\$48B for Water (drinking water and clean water (CW))  
≈\$11.7B for CW-SRF (wastewater and stormwater)  
≈\$128M for IEPA-CW-SRF/year (very little spent on stormwater)*

# Funding Options

Can we apply for grants or loans?

Very limited options for grants and loans, especially for stormwater O&M

## CWSRF Funding 1988-2020 – Project Types



# Stakeholder Engagement Activities – May - August Item b.

**Public meeting** held virtually on May 11

**Online survey** launched on May 11 to seek public feedback

**Council meeting** update on June 12

**Postcard** sent to residents/businesses starting on July 8

**Factsheet** developed and posted on website

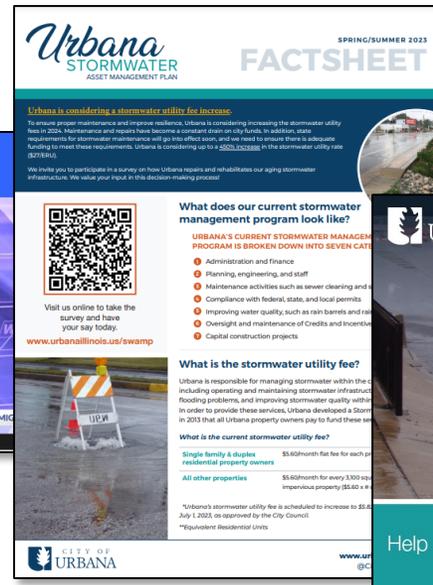
**Information booth** at local farmer's market in June

**Media interviews** in mid-June (WCIA, News Gazette, Fox)

**Business outreach** in June via Champaign County Chamber of Commerce

**Social media** outreach May - August

**Technical Advisory Committee (TAC)** meetings on March 16 and August 3



# Technical Advisory Committee Feedback

- General support of a fee increase that helps the City gain a better understanding of its stormwater utilities
- Some concern about future capacity issues and sustainability
- Interest in revising/improving the Credit & Incentive Manual
- Recommendation to defer SWU rate structure changes until after the City has a better understanding of its stormwater utilities
- Proposal to more thoroughly consider all local utility costs along with fee increase
- Recommendation to consider more investment in green infrastructure



# Public Feedback Summary

**7,000+** postcards received by fee payers

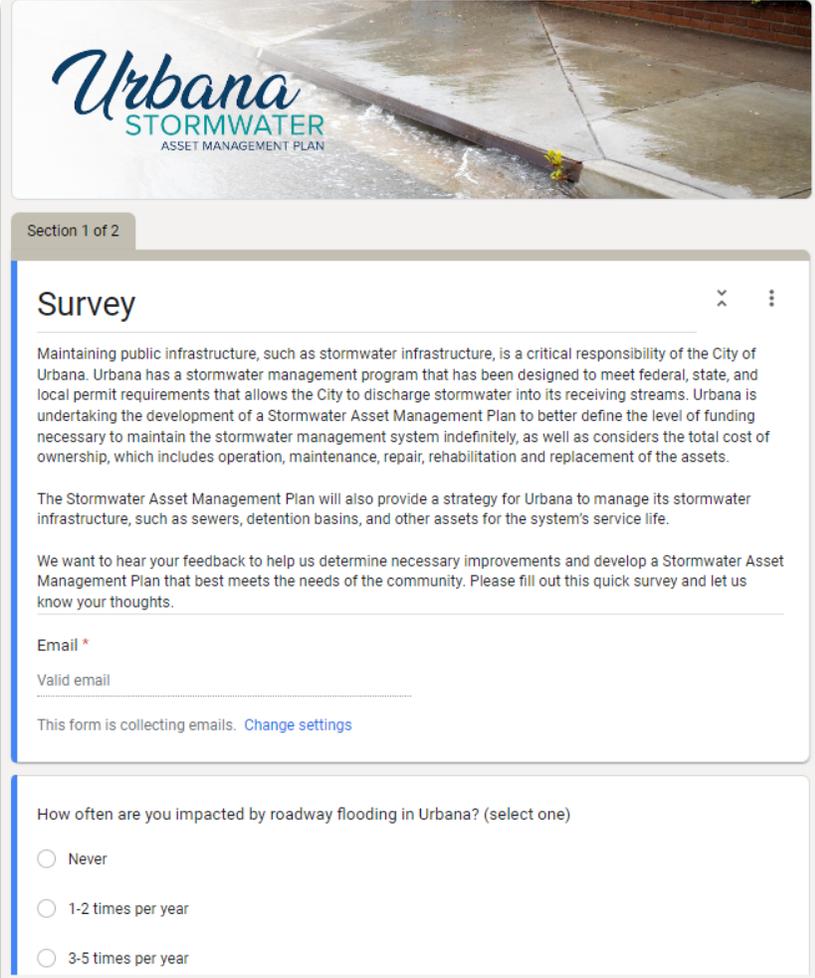
**513** survey responses *(7% response rate)*

**38** direct communications *(calls, emails, etc.)*

**77** oppose fee increase *(stated in comment)*

**83** tolerant or supportive of fee increase *(stated in comment)*

**Remainder:** either did not provide a comment, provided suggestions, or only general feedback provided



The screenshot shows a survey form for the 'Urbana Stormwater Asset Management Plan'. The header features the Urbana logo and the text 'Urbana STORMWATER ASSET MANAGEMENT PLAN' over a background image of a stormwater pipe. The form is titled 'Section 1 of 2' and 'Survey'. The main text explains that maintaining public infrastructure is a critical responsibility and that the City is developing a Stormwater Asset Management Plan to define funding levels and ownership. It asks for feedback to help determine necessary improvements. There is an email input field with a validation message 'Valid email' and a note 'This form is collecting emails. Change settings'. Below this is a question: 'How often are you impacted by roadway flooding in Urbana? (select one)' with three radio button options: 'Never', '1-2 times per year', and '3-5 times per year'.

# Public Feedback Summary

Prioritization of the program needs from the survey was as follows:

1. **Regular inspections** to prevent failures, sewer surcharging, and flooding.
2. **Repairs as needed** to fix stormwater pipe failures.
3. **Ensuring stormwater pipes are large enough** to handle larger, more extreme storm events to minimize sewer surcharging and flooding.
4. **Compliance** with Illinois EPA permit and regulations.
5. **Revising the Credit & Incentive Manual** and/or City code to incentivize and/or require more green infrastructure implementation.
6. Projects that **naturalize Boneyard Creek** to improve habitat and water quality and reconnect people to the stream.



# What are the risks if the Recommended Program is NOT implemented?

- **Inadequate investment in stormwater infrastructure**
  - Maintenance falling further behind → more clogged sewers & inlets
  - Emergency replacements → street closures, greater expenses
- **Reactionary mode**
  - Increased unplanned repairs → more costly than planned rehab projects
  - Prioritizing investment not possible
- **Missing data on the storm sewer system**
  - Unprepared for increased duration and frequency of rainfall
  - Unclear what future investments are needed

# Recommended Action and Rate

**Programs 1 - 3:** Current Program, Continued IEPA Compliance, System Maintenance and Repair

**Rate:** \$8.00 - \$10.36 per month

- Gradual increase over 5-year period

**Outcome:** Improve maintenance and collect needed data to prioritize system investment for next 5 years

*Thank you!*

## MEMORANDUM

**TO:** Urbana City Council  
**FROM:** Mayor Diane Wolfe Marlin  
**DATE:** August 28, 2023  
**RE:** Board and Commission Appointments

I am pleased to submit the following appointment for your approval:

**Bicycle and Pedestrian Advisory Commission (BPAC) – term ending June 30, 2026**

- **Keenan Portis**

Keenan is a 4-year resident of Champaign County and currently holds the position of Park Planner at the Urbana Park District. In his role, he is responsible for designing, developing, and managing various aspects of Urbana parks and recreational spaces. Keenan's goal is to create attractive, functional, and sustainable outdoor environments that cater to the needs and preferences of the community. He will serve as the Urbana Park District representative on BPAC.

*As a park planner, it is my duty to serve and assist in parks, open space, trails, natural resources, land use and transportation planning. This includes modes of transportation like biking and walking. Through this committee, I could gain different perspectives on our current bicycle and walking transportation system and use this knowledge for our parks and trails. As a member I can influence the development of bike lanes, trails, and other cycling infrastructure by providing valuable input to local authorities.*

*Currently, I am working on developing possible regulations for e-bikes in Urbana parks. Having input from BPAC would be amazing in my research.*