
DATE: Monday, July 21, 2025
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: *Jaya Kolisetty, Ward 4*

A. Call to Order and Roll Call

B. Approval of Minutes of Previous Meeting

1. **06-16-2025 & 06-17-2025 Committee of the Whole Meeting Minutes**

C. Additions to the Agenda

D. Presentations and Public Input

E. Staff Report

F. New Business

1. **Resolution No. 2025-07-062R:** A Resolution Approving an Increase in the Number of Class R&T-1 Liquor Licenses for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street, Urbana, Ill. – Exec
2. **Resolution No. 2025-07-063R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for Four Way Foods LLC, d/b/a Lazy Daisy Diner and Cafe, 300 South Broadway Avenue, Suite 140, Urbana, Ill. – Exec
3. **Resolution No. 2025-07-064R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for CRS Silvercreek Urbana LLC, d/b/a Silvercreek, 402 North Race Street, Urbana, Ill. – Exec

G. Old Business

1. **Ordinance No. 2025-04-013:** An Ordinance Approving a Comprehensive Plan (Imagine Urbana / Plan Case No. 2502-CP-25) – CD
2. **Resolution No. 2025-07-058R:** A Resolution to Endorse the Champaign Urbana Urban Area Transportation Study (CUUATS) Lincoln Avenue Corridor Study – PW
3. **Ordinance No. 2024-12-042:** An Ordinance Establishing Approval, Policy, and Reporting Requirements for Policing Surveillance Technology and Databases – CM's Wilken and Kolisetty

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://www.urbanail.gov/executive-department/page/urbana-public-television>.

H. Discussion

[1.](#) Council Rules and Meeting Procedures – CM's Wilken and Quisenberry

I. Council Input and Communications

J. Adjournment

PUBLIC INPUT

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

Email Input

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

Written Input

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

Verbal Input

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

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

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

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

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

Accommodation

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

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



City of Urbana
400 S. Vine Street, Urbana, IL 61801
www.urbanainillinois.us

MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

Meeting: July 21, 2025, Committee of the Whole Meeting
Subject: Increasing the Number of Class R&T-1 Liquor Licenses for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street

Summary

Action Requested

City Council is asked to approve the attached resolution that would increase the number of Class R&T-1 liquor licenses in the City of Urbana.

Brief Background

Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine has applied for a Class R&T-1 (Restaurant & Tavern – All Alcohol) liquor license for their establishment located at 132 West Main Street.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans N/A

Previous Council Actions

In all instances, City staff first reviews the liquor license application. If it receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

Discussion

Additional Background Information

A Class R&T-1 license allows the sale and service of all types of alcoholic liquor, either by the drink or in original packages, for on-premises consumption only. Additional permissions may be granted through riders. License holders must maintain a fully staffed kitchen that prepares and serves bona fide meals as a primary service, and food must be available whenever alcohol is served.

Licenses may continue selling alcohol for up to three hours after ceasing meal service Sunday through Thursday, and up to four hours on Friday and Saturday, provided such sales comply with the City's operating hours restriction of 2 a.m.

It is prohibited to sell, serve, or allow others to sell or serve alcoholic beverages in Urbana without the appropriate license or if the sale or service does not adhere to the requirements of the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding areas, and nearby spaces clean and free of litter. The Local Liquor Commissioner can issue a notice to address litter, and if it is not fixed within 24 hours, the license could be revoked, or other legal action may be taken.

Recommendation

City Council is asked to approve the R&T-1 liquor license for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street.

Next Steps

If the attached resolution is approved, the Deputy Local Liquor Commissioner will prepare and issue a R&T-1 liquor license for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street, with an expiration date of June 30, 2026.

Attachments

A Resolution Approving an Increase in the Number of Liquor License in the Class R&T-1 Designation for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street, Urbana, Ill.

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Local Liquor Commissioner

Reviewed: Elizabeth Hannan, Interim City Administrator

Approved: DeShawn Williams, Mayor/Local Liquor Commissioner

RESOLUTION NO. _____

A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS R&T-1 DESIGNATION FOR GUADALUPEFAMILY INC, D/B/A SAKURA JAPANESE CUISINE, 132 WEST MAIN STREET, URBANA, ILL.

WHEREAS, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

WHEREAS, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new license; and

WHEREAS, an application for a liquor license in the Class R&T-1 designation has been submitted to the Local Liquor Commissioner; and

WHEREAS, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class R&T-1 designation by one for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street, Urbana, Ill.

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

The maximum number of liquor licenses in the Class R&T-1 designation is hereby increased by one for Guadalupe Family Inc, d/b/a Sakura Japanese Cuisine, 132 West Main Street, Urbana, Ill. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

PASSED BY THE CITY COUNCIL this day of , .

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this Date day of Month , Year .

DeShawn B. Williams, Mayor



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www.urbanainillinois.us

**MEMORANDUM FROM THE OFFICE OF THE MAYOR
TO THE URBANA CITY COUNCIL**

Meeting: July 21, 2025, Committee of the Whole Meeting
Subject: Increasing the Number of Class R&T-1 Liquor Licenses for Four Way Foods, LLC, d/b/a Lazy Daisy Diner, 300 South Broadway Avenue, Suite 140

Summary

Action Requested

City Council is asked to approve the attached resolution that would increase the number of Class R&T-1 liquor licenses in the City of Urbana.

Brief Background

Four Way Foods, LLC, d/b/a Lazy Daisy Diner has applied for a Class R&T-1 (Restaurant & Tavern – All Alcohol) liquor license for their establishment located at 300 South Broadway Avenue, Suite 140.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans N/A

Previous Council Actions

In all instances, City staff first reviews the liquor license application. If it receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

Discussion

Additional Background Information

A Class R&T-1 license allows the sale and service of all types of alcoholic liquor, either by the drink or in original packages, for on-premises consumption only. Additional permissions may be granted through riders. License holders must maintain a fully staffed kitchen that prepares and serves bona fide meals as a primary service, and food must be available whenever alcohol is served.

Licensees may continue selling alcohol for up to three hours after ceasing meal service Sunday through Thursday, and up to four hours on Friday and Saturday, provided such sales comply with the City's operating hours restriction of 2 a.m.

It is prohibited to sell, serve, or allow others to sell or serve alcoholic beverages in Urbana without the appropriate license or if the sale or service does not adhere to the requirements of the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding areas, and nearby spaces clean and free of litter. The Local Liquor Commissioner can issue a notice to address litter, and if it is not fixed within 24 hours, the license could be revoked, or other legal action may be taken.

Recommendation

City Council is asked to approve the R&T-1 liquor license for Four Way Foods, LLC, d/b/a Lazy Daisy Diner, 300 South Broadway Avenue, Suite 140.

Next Steps

If the attached resolution is approved, the Deputy Local Liquor Commissioner will prepare and issue a R&T-1 liquor license for Four Way Foods, LLC, d/b/a Lazy Daisy Diner, 300 South Broadway Avenue, Suite 140, with an expiration date of June 30, 2026.

Attachments

A Resolution Approving an Increase in the Number of Liquor License in the Class R&T-1 Designation for Four Way Foods, LLC, d/b/a Lazy Daisy Diner, 300 South Broadway Avenue, Suite 140, Urbana, Ill.

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Local Liquor Commissioner

Reviewed: Elizabeth Hannan, Interim City Administrator

Approved: DeShawn Williams, Mayor/Local Liquor Commissioner

RESOLUTION NO. _____

A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS R&T-1 DESIGNATION FOR FOUR WAY FOODS LLC, D/B/A LAZY DAISY DINER AND CAFE, 300 SOUTH BROADWAY AVENUE, SUITE 140, URBANA, ILL.

WHEREAS, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

WHEREAS, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new license; and

WHEREAS, an application for a liquor license in the Class R&T-1 designation has been submitted to the Local Liquor Commissioner; and

WHEREAS, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class R&T-1 designation by one for Four Way Foods, LLC, d/b/a Lazy Daisy Diner, 300 South Broadway Avenue, Suite 140, Urbana, Ill.

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

The maximum number of liquor licenses in the Class R&T-1 designation is hereby increased by one for Four Way Foods, LLC, d/b/a Lazy Daisy Diner, 300 South Broadway Avenue, Suite 140, Urbana, Ill. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

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

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

DeShawn B. Williams, Mayor



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MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

Meeting: July 21, 2025, Committee of the Whole Meeting
Subject: Increasing the Number of Class R&T-1 Liquor Licenses for CRS Silvercreek Urbana LLC d/b/a Silvercreek, 402 North Race Street

Summary

Action Requested

City Council is asked to approve the attached resolution that would increase the number of Class R&T-1 liquor licenses in the City of Urbana.

Brief Background

CRS Silvercreek Urbana LLC d/b/a Silvercreek has applied for a Class R&T-1 (Restaurant & Tavern – All Alcohol) liquor license for their establishment located at 402 North Race Street.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans N/A

Previous Council Actions

In all instances, City staff first reviews the liquor license application. If it receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

Discussion

Additional Background Information

A Class R&T-1 license allows the sale and service of all types of alcoholic liquor, either by the drink or in original packages, for on-premises consumption only. Additional permissions may be granted through riders. License holders must maintain a fully staffed kitchen that prepares and serves bona fide meals as a primary service, and food must be available whenever alcohol is served.

Licenses may continue selling alcohol for up to three hours after ceasing meal service Sunday through Thursday, and up to four hours on Friday and Saturday, provided such sales comply with the City's operating hours restriction of 2 a.m.

It is prohibited to sell, serve, or allow others to sell or serve alcoholic beverages in Urbana without the appropriate license or if the sale or service does not adhere to the requirements of the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding areas, and nearby spaces clean and free of litter. The Local Liquor Commissioner can issue a notice to address litter, and if it is not fixed within 24 hours, the license could be revoked, or other legal action may be taken.

Recommendation

City Council is asked to approve the R&T-1 liquor license for CRS Silvercreek Urbana LLC d/b/a Silvercreek, 402 North Race Street.

Next Steps

If the attached resolution is approved, the Deputy Local Liquor Commissioner will prepare and issue a R&T-1 liquor license for CRS Silvercreek Urbana LLC d/b/a Silvercreek, 402 North Race Street, with an expiration date of June 30, 2026.

Attachments

A Resolution Approving an Increase in the Number of Liquor License in the Class R&T-1 Designation for CRS Silvercreek Urbana LLC d/b/a Silvercreek, 402 North Race Street, Urbana, Ill.

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Local Liquor Commissioner

Reviewed: Elizabeth Hannan, Interim City Administrator

Approved: DeShawn Williams, Mayor/Local Liquor Commissioner

RESOLUTION NO. _____

A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS R&T-1 DESIGNATION FOR CRS SILVERCREEK URBANA LLC, D/B/A SILVERCREEK, 402 NORTH RACE STREET, URBANA, ILL.

WHEREAS, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

WHEREAS, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new license; and

WHEREAS, an application for a liquor license in the Class R&T-1 designation has been submitted to the Local Liquor Commissioner; and

WHEREAS, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class R&T-1 designation by one for CRS Silvercreek Urbana LLC d/b/a Silvercreek, 402 North Race Street, Urbana, Ill.

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

The maximum number of liquor licenses in the Class R&T-1 designation is hereby increased by one for CRS Silvercreek Urbana LLC d/b/a Silvercreek, 402 North Race Street, Urbana, Ill. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

PASSED BY THE CITY COUNCIL this day of , .

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

DeShawn B. Williams, Mayor



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

MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: July 21, 2025 Committee of the Whole

Subject: An Ordinance Approving a Comprehensive Plan
(Imagine Urbana / Plan Case No. 2502-CP-25)

Summary

This supplemental memorandum outlines changes that staff have made to the draft *Imagine Urbana* Comprehensive Plan since May 5, 2025, the last Committee of the Whole meeting where the plan was discussed.

The proposed changes reflect feedback staff received at the April 21 and May 5, 2025 Committee of the Whole meetings, an Open House held in Council Chambers on May 28, 2025, and other comments received since May 5, 2025.

Action Requested

City Council is being asked to approve the *Imagine Urbana* Comprehensive Plan, including the changes outlined below. The draft plan can be found at: <https://online.encodeplus.com/regs/urbana-il>

Plan Commission Recommendation

The Plan Commission reviewed the draft Comprehensive Plan on March 13, March 27, April 3, and April 10, 2025. At the latter meeting, Plan Commission unanimously recommended approval of the plan to City Council (five ayes to zero nays).

Discussion

Additional Background Information

City Council discussed *Imagine Urbana* at their April 21, and May 5, 2025 Committee of the Whole meetings. Based on those discussions, staff made the following changes to the draft plan (~~struckthrough~~ indicates removed text; underline indicates added text, *italics* describe the changes; see attachments for more detailed plan excerpts):

...

Made changes to the paragraph describing Big Move 1:

Big Move 1: Address Urbana’s Diverse Housing Needs

Throughout the Imagine Urbana process, residents said that Urbana needs more housing, ~~of all types, and at all price points for people of all ages and income levels.~~ They also identified housing security and equity as concerns. There’s data to back this up: Department of Housing and Urbana Development (HUD) data shows that between 2015 and 2019, four out of every ten housing units in Urbana were not affordable, with the household paying more than 30 percent of their monthly income on housing. Renters make up 83 percent of the households that are paying too much.

...

Under Big Move 3: Address the Needs of Individual Areas, added:

3.4 Make the Philo Road area the first small area plan. (New “Little Move”)

3.4.1 Philo Road Small Area Plan developed (Yes/No) (New “Associated Metric”)

Under Big Move 7: Promote Incremental Development, added:

7.6 Study the feasibility of financial/tax incentive programs to encourage infill development. (New “Little Move”)

7.7 Enact zoning regulations that limit or disincentivize the aggregation of parcels for larger-scale development in certain areas. (New “Little Move”)

7.6.1 Have potential financial and tax incentive programs for infill development been studied? (Yes/No) (New “Associated Metric”)

7.7.1 Regulations enacted (Yes/No) (New “Associated Metric”)

...

Made changes to the following paragraphs for the Neighborhood I Place Type:

Place Type: Neighborhood I

General Description

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

Land Uses

Mostly residential, primarily single houses. ~~Some D~~duplexes, smaller apartments, ~~and townhomes~~, and ~~some~~accessory dwelling units (e.g. garage apartments, backyard

cottages) ~~are~~ may be interspersed. Home-based businesses can be anywhere. Small businesses, like cafes and professional offices, ~~are~~ may be appropriate on corners or along the edges of neighborhoods.

...

In addition, staff updated the “Place Types” map so that in the Lincoln-Busey area, the “Corridor Neighborhood” is only assigned to lots that are on Lincoln Avenue.¹

Recommendation

The Plan Commission unanimously recommended approval of the plan to City Council. Staff concur with the Plan Commission’s recommendation.

Next Steps

If Council approves the plan, staff will update the plan’s webpage to indicate that the plan has been adopted, and will begin using and working to implement the plan immediately.

Attachments

1. An Ordinance Adopting the Imagine Urbana Comprehensive Plan (Plan Case No. 2502-CP-25).
2. Plan excerpts showing recent edits
3. May 28, 2025 Open House Feedback Summary
4. Place Types Map 4 – West Urbana/Downtown
5. Comments received on *Imagine Urbana* since May 5, 2025 Committee meeting
6. Responses to Feedback on the *Imagine Urbana* Comprehensive Plan Draft (May 20, 2025)
7. Original Council Memo (April 21, 2025)

Originated by: Kevin Garcia, Principal Planner / Zoning Administrator

Reviewed: Olivia Jovine, Community Development Services Director

Approved: Elizabeth Hannan, Interim City Administrator

¹ There is one exception to this: 808 West Iowa Street is effectively surrounded by parking for two Greek houses that front along Lincoln Avenue.

ORDINANCE NO. _____**AN ORDINANCE APPROVING A COMPREHENSIVE PLAN****(Imagine Urbana / Plan Case No. 2502-CP-25)**

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

WHEREAS, the City Council on April 11, 2005 in Ordinance No. 2005-03-050 adopted the 2005 City of Urbana Comprehensive Plan; and

WHEREAS, the 2005 Comprehensive Plan contained goals, objectives, policies, and other recommendations pertaining to land uses, housing, neighborhoods and public infrastructure in the community; and

WHEREAS, since 2005 various amendments to the Comprehensive Plan have been adopted; and

WHEREAS, changes in various circumstances since the 2005 Comprehensive Plan was adopted have indicated a need for a new Comprehensive Plan to address opportunities and issues facing Urbana; and

WHEREAS, an extensive and inclusive community engagement process to identify goals and aspirations for the future development of the City included interactive workshops; presentations to community groups; tables at City and neighborhood events; door-to-door, SMS, online, and paper surveys; ward meetings; and an online and in-person spending priorities exercise; all with an emphasis on seeking out voices not traditionally heard; and

WHEREAS, an initial draft of the new comprehensive plan, Imagine Urbana, was published on August 20, 2024, and after which, six neighborhood meetings, five City commission presentations, eleven Plan Commission public study sessions, and four public hearing meetings were held to gather

community feedback, and

WHEREAS, *Imagine Urbana*, contains an Introduction, Background and Trends, Process, Vision & Values, Big Ideas, Big Moves & Little Moves, Metrics, Place Types descriptions and Map, a Connected City Map, and a Development Opportunities Map; and

WHEREAS, the Plan Commission recommended that the following plans, which were adopted as amendments to the 2005 Comprehensive Plan, be adopted as individual plans by the ordinance that adopts *Imagine Urbana*: Bicycle Master Plan (2016), Pedestrian Master Plan (2020), Bicycle Wayfinding Plan (2020), Champaign County Greenways & Trails Plan (2014), Champaign County Hazard Mitigation Plan (2021), Crystal Lake Neighborhood Plan (2008) and Downtown Plan (2012); and

WHEREAS, after due publication, the Plan Commission held public hearings on March 13, March 27, April 3, and April 10, 2025, and voted with five (5) ayes and zero (0) nays to forward Plan Case 2502-CP-25 to the City Council with a recommendation to approve *Imagine Urbana*; and

WHEREAS, the City Council finds that it is in the public interest to adopt *Imagine Urbana*; and

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

Section 1.

The attached document, entitled *Imagine Urbana*, as Exhibit "A", and incorporated herein by reference, is hereby adopted as the official Comprehensive Plan of the City of Urbana and shall replace the existing 2005 Comprehensive Plan and all amendments to said plan.

Section 2.

The following plans, which were adopted as amendments to the 2005 Comprehensive Plan, are hereby adopted as individual plans, effective as of the date of their adoption as amendments to the 2005 Comprehensive Plan: Bicycle Master Plan (2016), Pedestrian Master Plan (2020), Bicycle Wayfinding Plan (2020), Champaign County Greenways & Trails Plan (2014), Champaign County Hazard Mitigation Plan (2021), Crystal Lake Neighborhood Plan (2008) and Downtown Plan (2012).

Section 3.

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:

Darcy E. Sandefur, City Clerk

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

Diane Wolfe Marlin, Mayor

B. Message from the Mayors



On behalf of the City of Urbana, ~~I am~~ **we are** excited to share the 2025 *Imagine Urbana* Comprehensive Plan. The Comprehensive Plan will guide the City's policy, infrastructure, and planning decisions in the coming years. It provides the framework to promote quality of life for residents through innovative, sustainable, and fiscally responsible growth and development.

From the outset, ~~in 2020, the City was~~ **we were** committed to taking a holistic and inclusive approach throughout the planning process. Our first step was to

Examine Urbana, which resulted in a detailed look at where we are today. This was followed by an extensive, three-year community engagement effort to obtain input from all neighborhoods as well as business, hospitality, educational, and health care sectors. We listened closely to people of all ages and backgrounds and did our best to reflect their needs, challenges, preferences, and vision for the future.

The 2025 *Imagine Urbana* Comprehensive Plan sets forth Big Ideas that build upon our strengths and address current challenges. It offers Big Moves to help guide us toward a vibrant and sustainable future. This visionary plan is a testament to our shared aspirations, values, and commitment to building a welcoming, thriving community for generations to come.

[Diane Wolfe Marlin](#)

[Urbana Mayor](#)

[May 2, 2017 - May 5, 2025](#)

[DeShawn B. Williams](#)

[Urbana Mayor](#)

[Sworn in May 5, 2025](#)

DeShawn B. Williams, Mayor

Added Mayor Williams

Diane Wolfe Marlin, Mayor (Former)

Urbana City Council

Maryalice Wu, Ward 1

Christopher Evans, Ward 2

Shirese Hursey, Ward 3

Jaya Kolisetty, Ward 4

Chaundra Bishop, Ward 5

Grace Wilken, Ward 6

James Quisenberry, Ward 7

Urbana Plan Commission

Dustin Allred, Chair

Will Andresen

Andrew Fell

Lew Hopkins

Debarah McFarland

Bill Rose

Karen Simms

Chenxi Yu

Imagine Urbana Comprehensive Plan Project Team

Tarek Azim, Management Analyst

Kevin Garcia, Principal Planner/Zoning Administrator

Carol Mitten, City Administrator

Nick Olsen, Community Development Coordinator

Marcus Ricci, Planner II

Elizabeth Rocks, Intern

Andrea Ruedi, Senior Advisor for Integrated Strategy Development

Imagine Urbana Theme Discussion Groups

Breaden Belcher, Grants Division Manager

Paige Bennett, Police Officer

Carla Boyd, Human Rights and Equity Officer

Kate Brickman-Levy, Executive Coordinator

Tim Cowan, Public Works Director

Lashaunda Cunningham, Police Services Supervisor

Kent "Demond" Dade, Fire Chief

Carmen Franks, Assistant City Engineer

Vince Gustafson, Deputy Public Works Director

Melissa Hendrian, Crime Analyst

Elizabeth Hannan, Human Resources and Finance Director/Chief Financial Officer

Nick Hanson, Building Official

Bryan Heaton, Market at the Square Coordinator

Sanford Hess, Information Technology Director (Former)

Will Kolschowsky, Senior Management Analyst and Assistant to City Administrator

Mayor Diane Wolfe Marlin

Stepheny McMahon, Economic Development Supervisor (Former)

Rich Surles, Deputy Chief of Police

Scott Tess, Sustainability & Resilience Officer

Kat Trotter, Planner II (Former)

Brian Weldy, Firefighter

Darius White, Economic Development Coordinator (Former)

John Zeman, City Engineer

Big Move 1: Address Urbana's Diverse Housing Needs

Throughout the Imagine Urbana process, residents said that Urbana needs more housing, ~~of all types, and at all price points for people of all ages and income levels~~. They also identified housing security and equity as concerns. There's data to back this up: Department of Housing and Urbana Development (HUD) data shows that between 2015 and 2019, four out of every ten housing units in Urbana were not affordable, with the household paying more than 30 percent of their monthly income on housing. Renters make up 83 percent of the households that are paying too much.

To meet the housing needs of the community, the City must first understand the housing market and then develop strategies to address housing needs. A variety of housing types will be allowed in every neighborhood at scales appropriate to each neighborhood.

Little Moves

- 1.1 Conduct a comprehensive study of the housing market, including an affordable housing assessment, analyzing the existing housing supply, workforce trends, future demand, affordability levels, and land use.
- 1.2 Develop targeted solutions to housing study initiatives, maximizing limited resources.
- 1.3 Continue to work with local affordable housing providers and developers to expand the City's stock of permanently affordable units.
- 1.4 Use *Imagine Urbana* to inform the completion of the 2025-2029 HOME Consortium Consolidated Plan.
- 1.5 Complete an assessment of fair housing needs and issues in Urbana and develop targeted solutions to address them.
- 1.6 Use public-private partnerships to create housing options to meet community needs.
- 1.7 Promote tools to rehabilitate housing in Community Development Target Areas.
- 1.8 Invest Federal dollars in community-based organizations that provide needed public services to low-income residents.

Associated Metrics

- 1.1.1 Completion of housing study, including affordable housing analysis, with strategies for addressing housing needs
- 1.2.1 Completion of targeted solutions to housing study initiatives
- 1.3.1 Number of new affordable housing units added

Big Move 3: Address the Needs of Individual Areas

Imagine Urbana is a community-wide plan, and it cannot provide the level of detail necessary to address all of the needs of individual areas and neighborhoods. Small area plans can do that. They can also be incorporated into *Imagine Urbana* as they are adopted so that each small area plan becomes part of the larger community-wide plan.

Little Moves

3.1 Develop a standard framework and implementation plan for creating small neighborhood plans.

3.2 Determine which City regulations support or compromise the execution of small area plans.

3.3 Update or develop small area plans.

3.4 Make the Philo Road area the first small area plan.

Associated Metrics

3.1.1 Framework developed (Yes/No)

3.2.1 Report on City's modified regulations prepared? (Yes/No)

3.3.1 Number of individual small area plans updated/developed, # in process, and # not yet started

3.4.1 Philo Road Small Area Plan developed (Yes/No)

Associated Big Ideas and Objectives

- **Big Idea 1:** Urbana is a Place for Everyone
 - Objective 1.1 Design the City for people of all ages and abilities
 - Objective 1.2 Strengthen the community outreach and engagement to prioritize inclusivity and responsiveness
 - Objective 1.3 Broaden the economic base and housing options in ways that reflect the City's diversity.
- **Big Idea 3:** Urbana is a City of Connected Neighborhoods
 - Objective 3.1 Capitalize on the strengths and assets of individual neighborhoods.
 - Objective 3.2 Expand trails and sidewalks to connect neighborhoods to each other, to Downtown, and to regional anchors like the University.

Big Move 7: Promote Incremental Development

Incremental development contributes to community growth and sustainability by allowing for gradual, adaptive improvements that meet the needs and preferences of residents. Currently, City regulations often make it easier, or even a requirement, to develop land in ways that run counter to building a strong community. For example, infill and redevelopment are more complicated than building on undeveloped land on the City's perimeter. The City should work to make incremental development easier.

Little Moves

7.1 Identify and resolve barriers to incremental and infill development.

7.2 Provide incentives for entrepreneurs to start and grow their business in Urbana and make it easier to have a home-based business.

7.3 Amend development regulations to allow small-scale businesses and housing in the same neighborhood.

7.4 Simplify the permitting process for residents to invest in their properties.

7.5 Develop a fiscally responsible annexation policy.

7.6 Study the feasibility of financial/tax incentive programs to encourage infill development.

7.7 Enact zoning regulations that limit or disincentivize the aggregation of parcels for larger-scale development in certain areas.

Associated Metrics

7.1.1 Number of barriers identified and # of barriers addressed

7.2.1 Number of incentive programs

7.2.2 Number of incentives granted and total \$'s of incentives granted

7.2.3 Have home-based business regulations been streamlined? (Yes/No)

7.3.1 Number and percentage of residential zoning districts that allow small-scale businesses

7.4.1 Has residential permitting processing time been reduced? (Yes/No)

7.5.1 Has annexation policy been developed? (Yes/No)

7.6.1 Have potential financial and tax incentive programs for infill development been studied? (Yes/No)

7.7.1 Regulations enacted (Yes/No)

Place Types

Place Types generally describe how each area of Urbana should look and feel in the future, and are both visionary and strategic. They differ from zoning districts, as zoning prescribes exactly what uses are allowed in an area and regulates things like the size and placement of buildings. Place Types describe the City's vision for a given area, whereas zoning is the tool to make that vision a reality. Each Place Type may contain more than one zoning district.

It is important to note that while the Place Types on the map show areas with distinct boundaries, the edges are not always absolute.

The Place Types are defined below, with more detailed information on the following pages:

Neighborhood I

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

Neighborhood II

These neighborhoods contain a mix of housing types, with single houses alongside duplexes, townhouses, and apartments. They may also include some small businesses and institutional uses.

Neighborhood Center

Neighborhood Centers are small, walkable mixed-use areas, typically embedded within neighborhoods, that provide convenient access to goods, services, dining, and housing for nearby residents.

Corridor Neighborhood

Corridor Neighborhoods contain a mix of housing types, with mostly low- to mid-rise apartments, and may include some businesses and institutional uses. They are located along corridors that connect to activity centers.

Downtown

Downtown is the main hub of daily activity in Urbana, with a mix of shops, restaurants, businesses, offices, housing, open spaces, and institutional uses.

University Neighborhood

Place Type: Neighborhood I

General Description

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

Land Uses

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

Building Form

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

Streets & Connectivity

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

Open Space

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



May 25, 2025 Open House Feedback
21 residents, 4 council members, 3 media

Comment Cards

- Ward 1: The Plan **MUST** state what land uses will not be allowed in each N1 and N2 neighborhood.
- Ward 1: I very much appreciate the open house + the opportunity to have questions answered by city staff. I spoke with both Kevin Garcia + Marcus Ricci and both were informative + a pleasure to talk with. I attended 2 Plan Commission mtgs in March + appreciate the efforts being made to refine the comprehensive plan. I am hopeful – though not yet fully convinced – that the plan will prove to be beneficial to the future of Urbana.
- Ward 1: RE: West Urbana! Define specifically what the yellow column means in the Place Type category. Remove all N2 along Lincoln – restrict to Green St only. Keep all high-density housing along Lincoln to the west side. Limit aggregation of parcels – esp. in Busey Corridor. Specify goals + limitations for each neighborhood – amend maps as in comp plan 2005.
- Ward 1: This proposal makes me imagine the decline of Urbana. I do not understand the need for this whole process.
- Ward 2: Stoughton St. should be removed from the “corridor” designation. It is a small street with small houses and the sort of development appropriate for Springfield is not appropriate for Stoughton.

- Ward 3:
 - Urbana should add more vocational programs to the city programs and develop a work program for inmates and homeless and look for a place to house those programs.
 - Move business districts to residential area and develop downtown for entertainment – and government offices. Business will consist of banks, grocery, retail, pharmacy, clothing, etc. and not a lot of fast food. Community center.
 - I would like to see a business district in Ward 3 and develop an area that can serve the community to reduce travel time.
 - I would like to read Urbana’s “Climate Action Plan”. There is a lot in the Climate Action Plan and, as leaders we need to prepare for the changes coming to our society. [Sent resident the 2020 Climate Action Plan and most recent annual report on 5.29.25.]
 - I think walking trails are a wonderful idea. I would ask and like to see a walking trail from Beardsley and Goodwin to Lincoln and Bradley.
 - Businesses to consider – lumber mills, shoe factory, clothing factory.

- Ward 5: No notice for public input—from our neighborhood (Beringer Commons). The vague responses to specific questions. The lack of specific data / minutes of meetings held for public input. All you’ve done is convince me that public input is not really wanted.

- Ward 6: Align incentives with city goals, such as Enterprise Zones & TIF. Conduct a housing – needs study! Consider housing needs of low-income households.

- Ward 7: Is there any plan to deal with the traffic build-up going north on Vine St at the intersection w/ Washington St when the middle school lets out --- and, going south on Vine c. 5:00 pm. (the going home ‘rush hour’) into that same 4-way stop at Washington?

One-on-One Discussions

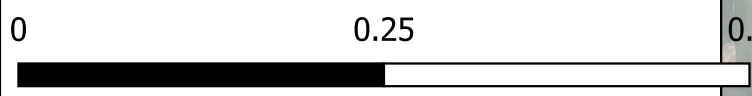
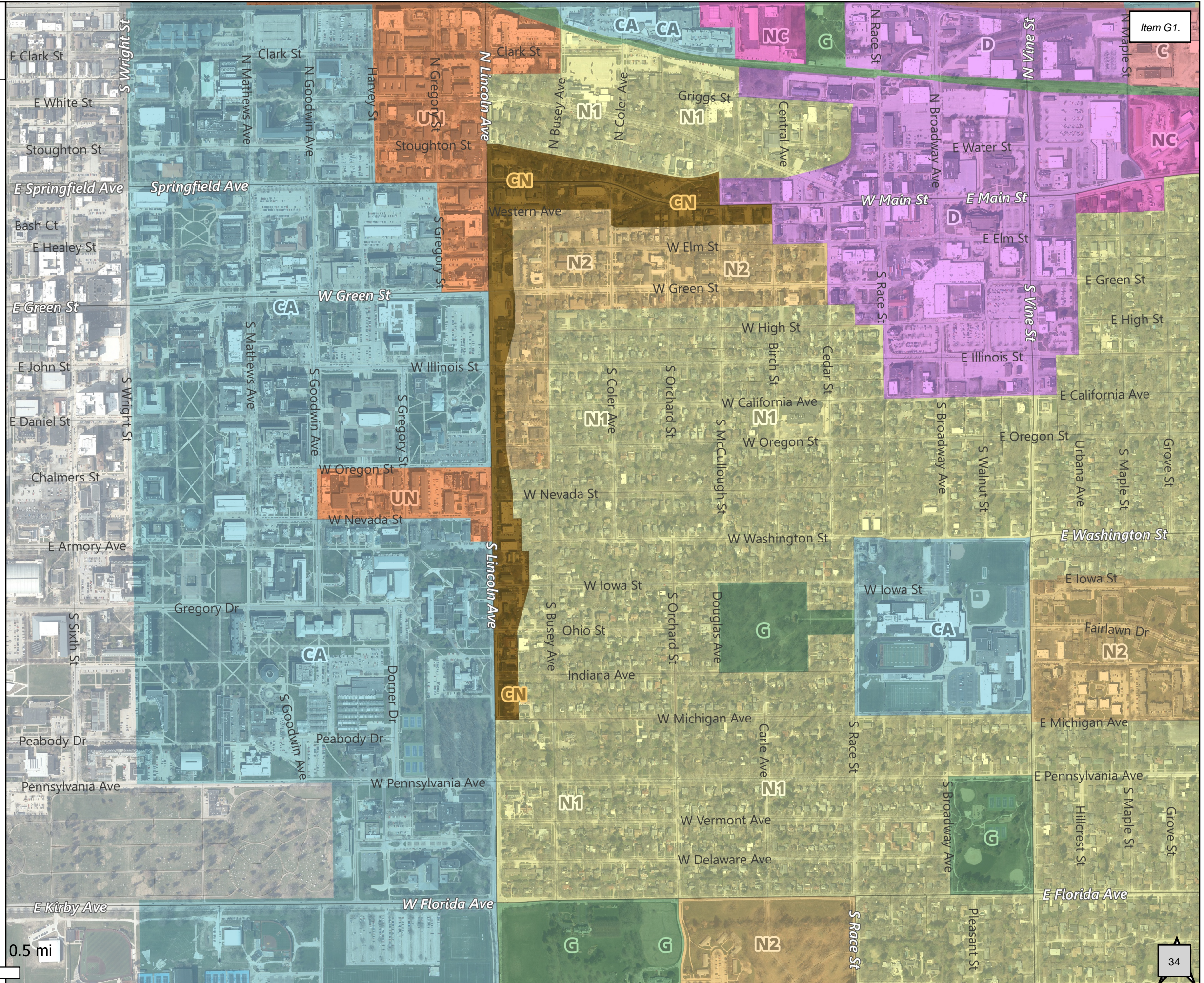
- Ward 1:
 - There should be a Place Types category for single family only residential. Single family zoning should be protected. If I buy a house, I want to know that in thirty years I won't have apartments across from me. This uncertainty in the plan needs to be clarified.
 - Is there a requirement to have a comprehensive plan, and if so, what is it?
 - Discussion on housing study: We need to know what we have now. In the November 17, 2024 News-Gazette, a story reported that Nick Hanson said Urbana's rental registration program includes 8,771 apartments in multi-family housing, 1,643 single family homes and 395 duplex rental units. On 5/29, resident followed up with these questions:
 1. How many properties in Urbana are currently zoned to allow multi-family housing?
 2. How many properties that are currently zoned to allow multi-family housing do not have a multi-family structure on them?
 3. How many properties are currently zoned to allow duplex by right (R-3)?
 4. How many properties in Urbana are currently duplexes?
 5. How many duplexes are located on land zoned R-3 and how many on land zoned R-2?
 6. At how many of the duplexes is one of the units owner-occupied?
 7. How many properties in Urbana currently have an accessory dwelling unit (ADU)?
 8. At how many of the properties with an ADU is one of the units owner-occupied?
 9. How many requests for conditional use permits for duplexes on land zoned R-2 have been submitted to the city in the last 10 years? How many were denied?
 10. How many requests for an accessory dwelling unit have been submitted to the city in the last 10 years? How many were denied?
 11. How many condominiums are in Urbana and how many of those are owner-occupied?

12. How many townhouse units are in Urbana? Are any owner-occupied?
- Please clarify if the U.S. Census data 13% vacancy rate is the rate for rental housing — or if that's the overall rate for all housing. If it's the latter, does the Census data break down homeowner vacancy rates and rental housing vacancy rates?
 - Ward 2: Agreed with designation of Corridor Neighborhood for Stoughton St. & Springfield Ave., and saw potential for connecting downtown Urbana with the University Neighborhood west of Lincoln.
 - Ward 5:
 - Would like to see how many people said what.
 - Can an ADU be larger than the original house? What trumps – HOA or Zoning Ordinance?

Map 4 - West Urbana/Downtown

Place Types

- Neighborhood I (N1)
- Neighborhood II (N2)
- Neighborhood Center (NC)
- Corridor Neighborhood (CN)
- Downtown (D)
- University Neighborhood (UN)
- Commercial (C)
- Manufacturing & Logistics (ML)
- Campus (CA)
- Green Space and Recreation (G)
- Rural Residential (RR)
- Agricultural (AG)



Item G1.

Section Comments

ID	Section
#286	Corridor Neighborhood
<p>By: Kristine J Hammerstrand Tags: public khammerstrand@gmail.com Date:5/30/2025</p>	<p>We have lived at 804 W. Indiana Ave since 1993. In that time, our block went from largely owner occupied, to more rentals, and in the last 5 years it has returned to mostly owner occupied. This is not a block of trashy rentals. We take pride in and care of our homes. I deeply resent that Urbana is once again trying to isolate the 800 block from our neighbors. Have you ever visited our block? I Please reconsider this entire so called "plan". thank you</p>
#285	B. Big Move 2: Align the Zoning Ordinance with Imagine Urbana
<p>By: Tylor Miller Tags: public millertylor96@gmail.com Date:5/19/2025</p>	<p>Rezone surface parking and encourage vertical parking structures surrounded by housing (ameroblock) style. Repairs and grant money is predominantly seemingly going to maintain surface parking which brings in no tax dollars, encourages vehicle traffic, and causes heat island effects greater than those seen of buildings. If there was more housing in the downtown of Urbana, especially in what is now excessive parking (the mall parking lots) and the Carle/Bunny parking lots, more people would be living there. The greater density of people also supports local business, supports the transit agency, reduces impacts of additional peripheral green sprawl, and ultimately reshapes that historic dense core of our city. Infill should also be a priority (like Broadway and Race, there is an empty field behind the strip mall that is a wonderful development opportunity). The parking lots could also allow for housing to be build on the periphery if the zoning codes were updated and zone by right was a more central focus of the city. If you build it, they will come. If you build housing, more people will come to Urbana and support its existence through community engagement and taxes. Bottom line: build more taxable entities which allows for less burden per household while ultimately supporting the city as a whole.</p>
#284	F. Big Move 6: Make Walkability a Priority
<p>By: Cynthia Hoyle Tags: public choyle57@gmail.com Date:5/18/2025</p>	<p>The city needs to improve safety for people walking, especially at signalized intersections. The pedestrian infrastructure needs to be brought to current federal standards for safety. The fatality at the intersection of Main and Vine didn't even result in improving the signal timing to provide for installation of Leading Pedestrian Interval which is currently installed on almost every signalized intersection in our community operated by IDOT. Champaign also include Leading Pedestrian Interval on signals in high pedestrian areas. Urbana hasn't done anything and yet we pride ourselves on being a walkable community.</p>
#283	F. Big Move 6: Make Walkability a Priority

<p>By: Cynthia Hoyle Tags: public choyle57@gmail.com Date:5/18/2025</p>	<p>More progress is needed on the implementation of the Bicycle Master Plan. We need better and safer bicycle infrastructure. More people would bike if they felt safe. As a person who uses a bicycle for everyday transportation I can tell you that drivers routinely run stop signs, behave badly toward cyclists, and generally discourage people from biking by bad and dangerous behavior.</p>
#282	K. Big Move 11: Advance a Clean and Green Community
<p>By: Cynthia Hoyle Tags: public choyle57@gmail.com Date:5/18/2025</p>	<p>This section should include metrics for shifting trips from single occupancy vehicles trips to biking and walking trips. Emissions from vehicles are the biggest contributor to GHG emissions in our country and that should included here!</p>
#281	F. Big Move 6: Make Walkability a Priority
<p>By: Cynthia Hoyle Tags: public choyle57@gmail.com Date:5/18/2025</p>	<p>We desperately need to improve walking infrastructure. The brick sidewalks are mostly impassable and are terrible in wet or snowy weather. We need to allocate money to fix the bad sidewalks and replace the brick ones.</p>
#280	B. Big Move 2: Align the Zoning Ordinance with Imagine Urbana
<p>By: Cynthia Hoyle Tags: public choyle57@gmail.com Date:5/18/2025</p>	<p>Our zoning ordinance is old, complicated, and it needs to be totally rewritten.</p>
#279	A. Big Move 1: Address Urbana’s Diverse Housing Needs
<p>By: Cynthia Hoyle Tags: public choyle57@gmail.com Date:5/18/2025</p>	<p>We need to allow for more housing types in the core of the community. SF zoning was designed and implemented to exclude people of color and that legacy continues today. We need to allow for granny flats, garage apartments, and other types of accessory dwelling units in SF zones. We need more duplexes mixed in with SF houses. We need more density and affordability.</p>
#278	D. Big Idea 4: Urbana Embraces its Cultural Vibrancy and Character
<p>By: Brittanie McMullen Tags: public bmm1120@gmail.com Date:5/15/2025</p>	<p>I would love to see the Sweet Corn Festival return. It was a great opportunity to celebrate the City's cultural vibrancy and character.</p>
#277	A. Big Move 1: Address Urbana’s Diverse Housing Needs

<p>By: Anna Hough Tags: public anna.hough39@gmail.com Date:5/15/2025</p>	<p>I'm excited to see studies analyzing housing stock included in the plan! Urbana needs more diverse housing options for people of all incomes, in places where people want to live. Having access to safe forms of alternate transportation is also really important to the community and goes hand in hand with this in goal.</p> <p>I work in homeless services and the primary driver of homelessness is lack of affordable housing. Public-private partnerships/LIHTC is important but it's much easier to make housing affordable by simply increasing supply. We need to upzone our community and densify more than anything.</p>
<p>#276</p>	<p>A. Big Idea 1: Urbana is a Place for Everyone</p>
<p>By: Reed Anderson Tags: public FUSION999us@yahoo.com Date:5/14/2025</p>	<p>Very basic....the outrageous property tax is a tremendous burden on homeowners. It's important the city immediately concil with the school district to get these real estate taxes in control.. I dont think you realize how significant these continual raises in propert taxes affect the residents.</p>
<p>#275</p>	<p>F. Big Move 6: Make Walkability a Priority</p>
<p>By: Adam Nichols Tags: public civic@hax0rbana.org Date:5/14/2025</p>	<p>I like 6.3 (Address safety concerns that deter people from walking) however, I'm concerned that this will result in making the situation worse and not better.</p> <p>When I've heard people talk about this in presentations to city council, they want to increase the number of street lights. This makes for a more dangerous environment. Let me explain.</p> <p>When there are street lights, it destroys people's night vision. This creates darker shadows anywhere there is not a light. This makes it harder for drivers to see pedestrians. We've likely all seen this when driving or riding in a car where pedestrians or cyclists will be will well illuminated while under a street light and then almost disappear in the shadow of a tree before they get to the next street light.</p> <p>What we need to achieve this goal is better public education. If we can manage to find some place in Urbana which doesn't have street lights, invite people to check out that area and compare it to an area where there are both bright street lights and trees. Let them see for themselves what a positive impact we could have if we had more even lighting.</p> <p>As for the idea that a criminal may be lurking in the darkness waiting to violently attack people walking down the street... again having light and dark spots does not improve the situation.</p> <p>Perhaps a study could be done where street lights are turned off in some sections of town and see if there are more accidents, more speeding tickets, more assaults and batteries, and so on. Use concrete data to determine the effects of having more street lights. And we do not have to use data that was from some far away location, but data collected right here on our streets.</p>
<p>#274</p>	<p>I. Big Move 9: Enhance Urbana's Economic Vibrancy</p>

<p>By: Adam Nichols Tags: public civic@hax0rbana.org Date:5/14/2025</p>	<p>Metric 9.4.3 is about dollars in tax base from new businesses attracted</p> <p>One of the goals is to increase tax revenue, but this goal does not measure that. If the city gains businesses at the expense of losing existing businesses, this metric will look good while we may be bringing in less money than we are now.</p> <p>A better goal would be to measure the total tax revenue collected from businesses. This would measure whether the city is raising more money, which is the thing we want to measure.</p> <p>This would also be better aligned with Objective 2.9 (Support local businesses to ensure they thrive and create quality jobs for Urbana residents.)</p> <p>Objective 2.4 Make it easy to open new businesses, invest in development, and be innovative.</p> <p>The metrics to quantify success of this objective seem limited. The 9.4 metrics appear to be about contacting or attracting existing business. Mixing new and existing businesses muddies the metrics about whether it's easier to start a business or not. Put another way, having existing businesses move here does not indicate it's easier to open a new business or be innovative.</p> <p>A metric that would better quantify how effective the city is at achieving the intended goal would be to count how many new businesses were opened and compare that to previous years. For example, if 21 new businesses were started this year, and the historical average were 25/year, that would be evidence that the actions being taken are not very effective, especially if similar numbers were posted year after year.</p>
<p>#273</p>	<p>D. Big Move 4: Make Downtown the Economic Driver of the City</p>

By: Adam Nichols
Tags: public
civic@hax0rbana.org
Date:5/14/2025

I'm a big fan of little move 4.3! The market is great and has much more potential.

For 4.4, why construct another event venue when the IMC, the mall and Hotel Royer are already there? The former has already been around for a quarter century, so it seems like it already qualifies as a "long-term structure" and they already host "large community events." Using city resources to consider using tax money to build another venue to compete with existing businesses seems to be at odds with Objective 2.9 (Support local businesses to ensure they thrive and create quality jobs for Urbana residents.)

With regards to the metrics for 4.6, a large problem is that the roads that serve as bike paths are in disrepair. Having bumps and potholes doesn't merely discourage people from biking, it can be flat out dangerous. Having a dedicated bike lane is not helpful if the road is not safe. For an example, bike down Anderson between Florida and Colorado, which is a main route that connects South Urbana to downtown.

"4.6.4 Number of bicycle racks." doesn't make sense. The existing bicycle racks downtown are underutilized. Measuring progress based on the number of bike racks misses the mark. It allows the metrics to look good without actually improving the bicycle infrastructure in a meaningful way.

It's difficult to measure how many automobile trips were avoided by having a walkable and bikable city. However, Common Ground has some data that is close to this. They have what is effectively a monthly raffle and each entry is earned by getting to the store without a car. Walking, biking and taking the bus are all acceptable by their metrics. It doesn't measure car trips avoided, but it does indicate how often people walk/bike/bus to the store.

Perhaps there may be some way for the city to encourage this type of data collection. For example, the city could sponsor these types of raffles in exchange for getting the metrics. For \$20/month per store, this would be an inexpensive way to collect concrete data about how often people walk/bike (or bus) to get where they are going. This would give a much more reliable indication about how effective we are at making the city better connected.

At the same time, the money which is spent doesn't go to some marketing company which tracks data, it goes to the people who are walking/biking. This provides at least a small incentive for people to more seriously consider biking around town. So it also helps solve the problem of raising awareness that we have a decent bike system and are improving it. Many people probably don't realize that it only takes about 10 minutes longer to bike downtown than it does to drive. And if that saves you from going to the gym, it saves, time, money, and the environment.

I'm in favor of big move 4, but I'm concerned that the approach is addressing problems that existed 20+ years ago and doing so using the tactics that aren't very relevant anymore. It's largely tax breaks, real estate development, and walkability/bikability.

I'd argue the core question at hand is: why aren't people shopping downtown?

Is it because there's too much low-income housing and not enough fair market housing?

Because they have to drive instead of walk?

People aren't eating out as much anymore because they can't afford to. Inflation has been brutal, and that isn't a short term political problem, nor is it getting better. What cost \$100 in 2005 now costs \$163.75. I don't think anyone believes this is going to improve in the next 20 years either.

People shop online because the selection is better, as are the prices, and it's more convenient. Making it easier to get downtown, as much as I like the idea, doesn't address any of that.

#272	A. Big Move 1: Address Urbana’s Diverse Housing Needs
<p>By: Benjamin joselyn Tags: public benjoselyn@gmail.com Date:5/13/2025</p>	<p>It would be super cool if increasing home ownership was a metric.</p> <p>And a "little move" associated with that could be researching and implementing policies that increase the percentage of owner occupied homes</p>
#271	B. Big Idea 2: Urbana is Both Financially and Environmentally Resilient
<p>By: Benjamin joselyn Tags: public benjoselyn@gmail.com Date:5/13/2025</p>	<p>This topic heading is super exciting and suggests a strong environmental focus. The objectives do not have any explicit environmental focuses. I would love to see the inclusion of explicit environmental objectives (ie, increase the land base percentage of green space, take steps to address climate change and increase community health through policy which builds healthy environments, improve access to quality food and take measures to maintain good air quality, water quality and climate resilience: also a focus on public transportation, walkability and bike lanes seems like it might belong here: municipal compost/yard waste)</p> <p>As a side note I don't think an objective should be "focus on incremental development" at best this is a method not an objective and there may come times when the city should take big bold action in the next decade. Trialing things is good but sometimes we will see dramatic shifts that are proven elsewhere and it would be good to not be confined to incrementalism when larger shifts are necessary.</p>



Responses to Feedback on the *Imagine Urbana* Comprehensive Plan Draft

What is a Comprehensive Plan?

A comprehensive plan, such as the *Imagine Urbana* Comprehensive Plan, serves as the City's primary long-range planning document, providing the visioning framework for growth and development decisions over the next two decades. It is advisory in nature, meaning *Imagine Urbana's* purpose is to guide, but not directly regulate or control, the use of private property. It is instead the policy basis for regulatory and legislative decisions related to community-wide land use, zoning, economic development, transportation systems, the environment, arts and culture, and the overall quality of life in the community.

Will *Imagine Urbana* change zoning districts?

No. Only an update to the City's zoning ordinance can change zoning districts. *Imagine Urbana* does not, and cannot, change zoning districts. *Imagine Urbana* does provide guidance for general policy decisions and will be one of the plans that inform future zoning ordinance updates.

Is *Imagine Urbana* eliminating or changing R-1 and R-2 (single-family) zoning?

No. Since *Imagine Urbana* does not change zoning districts, the Plan will not eliminate or change the R-1 and R-2 zoning districts.

The *Imagine Urbana* "Place Types" descriptions and Map classifies residential neighborhoods as "Neighborhood 1" and "Neighborhood 2". Place Types are not zoning classifications, but rather describe the City's general vision for a given area. For example, "Neighborhood 1" is described as places that "consist primarily of single houses, with some duplexes and townhouses, and may include low-intensity small businesses and institutional uses." Zoning districts, on the other hand, prescribe what uses are allowed in an area and regulate things like the size and placement of buildings.

Will *Imagine Urbana* give *carte blanche* permission for development anywhere in the city?

No. Developers must continue to work within the existing framework of the Zoning Ordinance, Land Development Code, etc.

Why doesn't *Imagine Urbana* give more detailed descriptions of specific areas and neighborhoods?

Imagine Urbana is a community-wide plan that addresses issues that affect all of Urbana. It must be applicable to the City as a whole. This is why it must be general and may seem vague about what should happen in specific neighborhoods or areas, as each neighborhood has different needs. *Imagine Urbana* recognizes this and calls for Small Area Plans (Little Move #3.3) that can be developed to address the needs of individual areas of the community.

Does *Imagine Urbana* call for more rental housing?

Imagine Urbana supports housing for people of all ages and income levels, whether they own or rent. Big Move #1 - Address Urbana's Diverse Housing Needs makes this clear, but it also identifies the need for better information to understand what types of housing are most needed. The first action item under Big Move #1 is Little Move #1.1, "Conduct a comprehensive study of the housing market, including an affordable housing assessment, analyzing the existing housing supply, workforce trends, future demand, affordability levels, and land use." Groundwork for the housing study initiative is already underway so that targeted solutions can be developed to address Urbana's diverse housing needs.

Where did Public Input come from?

Public input came from many sources throughout the entire *Imagine Urbana* community engagement process, with the first round of outreach starting in 2021.

Imagine Urbana represents the distillation of feedback received through the ImagineUrbana.com website (Idea Wall, Places Map, Survey), SMS survey, neighborhood and community events and surveys, ward activities, various commission meetings, and more than a dozen Plan Commission study sessions and public hearings.

For reports from Phase I and Phase II of community engagement, please visit ImagineUrbana.com and on the home page, click on [Community Outreach Summary](#)

and Spending Priorities Findings. We have also received valuable feedback, both online and in-person, on the draft of *Imagine Urbana* since it was first published in August 2024.

Shouldn't the incoming administration approve *Imagine Urbana*?

Yes. Staff worked with Mayor-elect DeShawn Williams prior to taking office to ensure that *Imagine Urbana* was both supported and implementable. Mayor Williams has remained actively involved in the *Imagine Urbana* Comprehensive Plan draft review and approval process. Following the Urbana Plan Commission's recommendation for approval, the Council's Committee of the Whole has been carefully reviewing the Plan draft, gathering additional public input, and making further revisions. The Committee will continue this review process until the Plan is ready to be finalized and formally recommended to the City Council for approval.

Will people still have input on the types of development that happens in the City and in their neighborhood once *Imagine Urbana* is adopted?

Yes. The Zoning Ordinance requires public input for certain types of development, and that will not change with the adoption of *Imagine Urbana*. While the plan calls for rewriting the Zoning Ordinance to align with the plan (see Big Move #2), the process to change the Zoning Ordinance will include extensive public engagement, and a great deal of that engagement will focus on what types of development should (or should not) require public input going forward. Ultimately, City Council must approve a new Zoning Ordinance.

Are we stuck with *Imagine Urbana* once it's adopted?

No. *Imagine Urbana* will be a "living document". If something is not working, or something needs to be changed, we can change it – after a public process and only with City Council's approval.



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: April 21, 2025 Committee of the Whole
Subject: An Ordinance Approving a Comprehensive Plan
(*Imagine Urbana* / Plan Case No. 2502-CP-25)

Summary

Action Requested

City Council is being asked to approve the *Imagine Urbana* Comprehensive Plan. The draft plan is hosted online and can be found at: <https://online.encodeplus.com/regs/urbana-il>

Plan Commission Recommendation

Since the initial draft of *Imagine Urbana* was published on August 20, 2024, the Plan Commission has iteratively reviewed its themes, sections, and content over the course of eleven public study sessions and a series of public hearings. The Commission held public hearings on the draft plan on March 13, March 27, April 3, and April 10, 2025. The Plan Commission unanimously voted to recommend approval of *Imagine Urbana* to City Council (five ayes to zero nays) at its meeting on April 10, 2025.

Relationship to City Services and Priorities

Impact on Core Services

Approval of the plan would have no direct impact on City services. However, the policy guidance provided by *Imagine Urbana* is intended to inform priorities and investments going forward.

Strategic Goals & Plans

The policy guidance contained in *Imagine Urbana* generally aligns with the four strategic areas in the Mayor/Council Strategic Goals (Public Health & Safety, Housing, Infrastructure, and Economic Health). Once adopted, the plan would replace the 2005 Comprehensive Plan. In addition, the adopting ordinance contains language to adopt several existing plans, which had previously been adopted as amendments to the 2005 plan, as stand-alone plans. This approach would ensure that these plans can still be used once the 2005 plan is replaced with *Imagine Urbana*.

Previous Council Actions

On April 11, 2005, Council adopted Ordinance No. 2005-03-050, which adopted the 2005 Comprehensive Plan. *Imagine Urbana* would replace the 2005 plan. Council has also adopted 16 [amendments](#) to the 2005 plan, including several targeted plans, such as the Bicycle Master Plan and Hazard Mitigation Plan.

Discussion

Additional Background Information

Imagine Urbana is the culmination of a five-year planning process, which began in early 2020. The process included multiple phases of public outreach, staff working groups, research, analysis, and ultimately, drafting of the plan. (More detailed information on the public engagement process can be found in [Section II - Background](#).)

Beginning August 20, 2024 with the release of the first draft of the Plan, the Plan Commission held 11 study sessions between August 22, 2024 and February 20, 2025 to discuss and refine elements of the plan. During September and October, 2024, staff also presented the draft plan to and received quality feedback from the Arts & Culture Commission, Bicycle & Pedestrian Advisory Commission, Community Development Commission, Historic Preservation Commission, and Sustainability Advisory Commission. As with all commission meetings, each of the 11 study sessions at Plan Commission, and each session at the aforementioned commissions was open to the public to both observe and provide comment. On March 13, 2025, the Plan Commission opened the public hearing on *Imagine Urbana* and kept the hearing open for four meetings before making their recommendation to City Council on April 10.

Imagine Urbana begins with an **Introduction** and **Background**, followed by the **Vision & Values** section. The core of the plan lies in the following sections, which include **Big Ideas**, **Big Moves**, **Little Moves**, **Maps**, and **Tracking Progress**. These are briefly described as follows:

Big Ideas are the four overarching goals for Urbana’s future.

Big Moves are the strategies to achieve the Big Ideas.

Little Moves are the actions that provide specific steps to implement each Big Move.

The **Maps** section contains three maps to guide future development and redevelopment of the City: Place Types, Connected City, and Development Opportunities.

Tracking Progress contains two types of Metrics that will be used to track progress: Community Metrics and metrics assigned to each Little Move used to track progress toward each Big Move.

The plan concludes with a brief section on **Evaluation and Reporting**, followed by an **Appendix**.

Policy or Statutory Impacts

The *Imagine Urbana* Comprehensive Plan is the main policy document guiding land development and redevelopment for the City for the next two decades. It is important that *Imagine Urbana* be treated as an organic document, responding to changing conditions and updated regularly. One of the identified deficiencies of the 2005 plan was the lack of updating and follow-through.

Fiscal and Budget Impact

The plan itself will have no direct impact on the City’s finances. In the short and medium term, fully implementing the action items -- “little moves” -- of the plan will require staff time and additional financial resources. An important long-term goal of the plan (Big Idea #2: Urbana is Both Financially and Environmentally Resilient) is that implementing the plan will lead to a more fiscally stable future for the City.

Community Impact

Imagine Urbana involved an extensive and inclusive community engagement process to identify goals and aspirations for the future development of the City and included interactive workshops; presentations to community groups; tables at City and neighborhood events; door-to-door, SMS, online, and paper surveys; ward meetings; and an online and in-person spending priorities exercise; all with an emphasis on seeking out voices not traditionally heard. Once the draft Plan was published in August, 2024, the public had in-person opportunities to meet with staff to discuss the Plan and its maps at neighborhood meetings, and provide input at Plan Commission study sessions and public hearings from August 2024 – March 2025.

Recommendation

The Plan Commission unanimously recommended approval of the plan to City Council. Staff concurs with the Plan Commission’s recommendation.

Next Steps

If Council approves the plan, staff will update the plan’s webpage to indicate that the plan has been adopted. City staff and City leaders would then begin using the plan immediately as policy guidance and working to implement the action items from the plan as resources allow.

Attachments

1. An Ordinance Adopting the Imagine Urbana Comprehensive Plan (Plan Case No. 2502-CP-25).

Originated by: Kevin Garcia, Principal Planner / Zoning Administrator

Reviewed: Andrea Ruedi, Strategic Advisor for Integrated Strategy Development
William Kolschowsky, Senior Management Analyst/Assistant to the City
Administrator

Approved: Carol Mitten, City Administrator



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: July 7, 2025 Committee of the Whole
Subject: A Resolution to Endorse the Champaign Urbana Urban Area Transportation Study (CUUATS) Lincoln Avenue Corridor Study

Summary

Action Requested

City Council is being asked to pass the attached resolution to endorse the CUUATS Lincoln Avenue Corridor Study.

Brief Background

A brief overview of the Lincoln Avenue Corridor Study and the final recommendations from the study are summarized on the study's home page: <https://ccrpc.gitlab.io/lincoln-ave/>. The study in its entirety is documented on this same website. A set of presentation slides are attached and will be discussed during the subject meeting.

Commission Recommendation

The City's Bicycle and Pedestrian Advisory Commission (BPAC) endorsed the CUUATS Lincoln Avenue Corridor Study at its May 20, 2025 meeting. The unapproved minutes for that meeting are attached.

Relationship to City Services and Priorities

Impact on Core Services N/A

Strategic Goals & Plans

The CUUATS Lincoln Avenue Corridor Study was informed by an extensive review of [existing community plans](#) – including but not limited to the Urbana Comprehensive Plan (2005), the Urbana Bicycle Master Plan (2016), the CUUATS Long Range Transportation Plan 2045, the University of Illinois (U of I) Campus Master Plan (2018), the Champaign-Urbana Urban Area Safety Plan (2019), and the Urbana Pedestrian Master Plan (2020).

Previous Council Actions

CUUATS staff presented an initial set of final recommendations to the Committee of the Whole at its [November 12, 2024 meeting](#).

Discussion

Fiscal and Budget Impact

The study includes a discussion of [potential funding options](#) for the future phases of design and construction of the Lincoln Avenue (Florida to Green) project. On May 30, 2025, City staff applied for a Local Projects Funding Program grant through the Illinois Department of Transportation (IDOT) for the full estimated cost of design and construction (\$9.82 million).

Community Impact

The [Public Involvement](#) section of the Lincoln Avenue Corridor Study details the extensive public involvement and outreach that was completed in four phases over a two-year period. In particular, [phase four of public involvement](#) was added to the study in Spring 2025 to present updated recommendations that responded to public feedback following the initial recommendations in November 2024.

Recommendation

City Council is asked to pass the attached resolution to endorse the CUUATS Lincoln Avenue Corridor Study.

Next Steps

If endorsed by City Council, the final recommendations and conceptual plans from the CUUATS Lincoln Avenue Corridor Study will guide and get refined in the subsequent phases of design of the Lincoln Avenue (Florida to Green) project, as outlined in the [Capital Improvement Plan FY26-FY30](#). If design were to lead to substantial changes to concepts from the corridor study, then the City would provide opportunity for public input. In a [timeline](#) section, the corridor study suggests how the recommendations could be constructed in stages, if funding were not available to construct all the recommendations with one construction contract.

Attachments

1. Resolution No. 2025-07-___R: A Resolution to Endorse the Champaign Urbana Urban Area Transportation Study (CUUATS) Lincoln Avenue Corridor Study.
2. Lincoln Avenue Corridor Study Presentation Slides.
3. Unapproved Minutes of the May 20, 2025 Meeting of BPAC.

Originated by: John Zeman, City Engineer

Reviewed: Carmen Franks, Assistant City Engineer
Vince Gustafson, Interim Public Works Director

Approved: Elizabeth Hannan, Interim City Administrator

RESOLUTION NO. 2025-07-__ R

**A RESOLUTION TO ENDORSE THE
CHAMPAIGN URBANA URBAN AREA TRANSPORTATION STUDY (CUUATS)
LINCOLN AVENUE CORRIDOR STUDY**

WHEREAS, the City of Urbana is a member agency of CUUATS, a program of the Champaign County Regional Planning Commission; and

WHEREAS, CUUATS has prepared a Lincoln Avenue Corridor Study to identify and coordinate multimodal infrastructure improvements to increase safety and mobility along this high-priority, high-traffic corridor, between Green Street and Florida Avenue; and

WHEREAS, the City of Urbana participated in the drafting of the Lincoln Avenue Corridor Study in partnership with the University of Illinois at Urbana-Champaign and the Champaign-Urbana Mass Transit District; and

WHEREAS, the preparation of the Lincoln Avenue Corridor Study has involved extensive public participation and outreach efforts.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, that the CUUATS Lincoln Avenue Corridor Study is hereby endorsed by the City of Urbana.

PASSED BY THE CITY COUNCIL this ____ day of July, 2025.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sandefur, City Clerk

APPROVED BY THE MAYOR this ____ day of July, 2025.

DeShawn B. Williams, Mayor

Lincoln Avenue Corridor Study

Urbana City Council
July 2025



Outline

- Project Overview
- Recommendations
- Public Feedback
- Next Steps



Project Overview

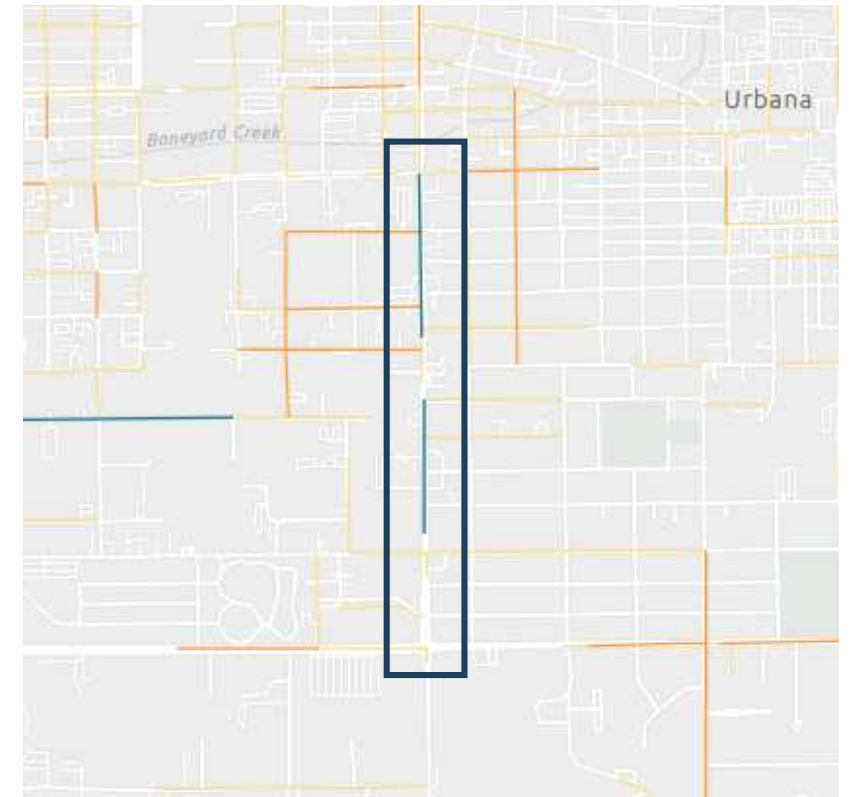
Project Overview

- Goal: Identify ways to **increase transportation safety, mobility, & multimodal connectivity**
- Funding: IDOT Statewide Planning & Research grant
 - January 2023 - December 2024
- Location: 1.2 miles of Lincoln Avenue
 - Green Street to Florida Avenue
- Partnership:
 - CCRPC
 - City of Urbana
 - University of Illinois
 - Champaign-Urbana Mass Transit District
 - Engineering assistance from the Lochmueller Group



Purpose: Safety

- **Lincoln and Ohio** was identified by the state as a top 5% priority safety area for our region
- **2 fatalities and 6 serious injuries** since 2013
- IDOT has identified large portions of the corridor as part of its **high-injury network** for vulnerable road users (those not protected by enclosed automobiles)



High-Injury Network (HIN) - Corridors

— High
— Medium
— Low

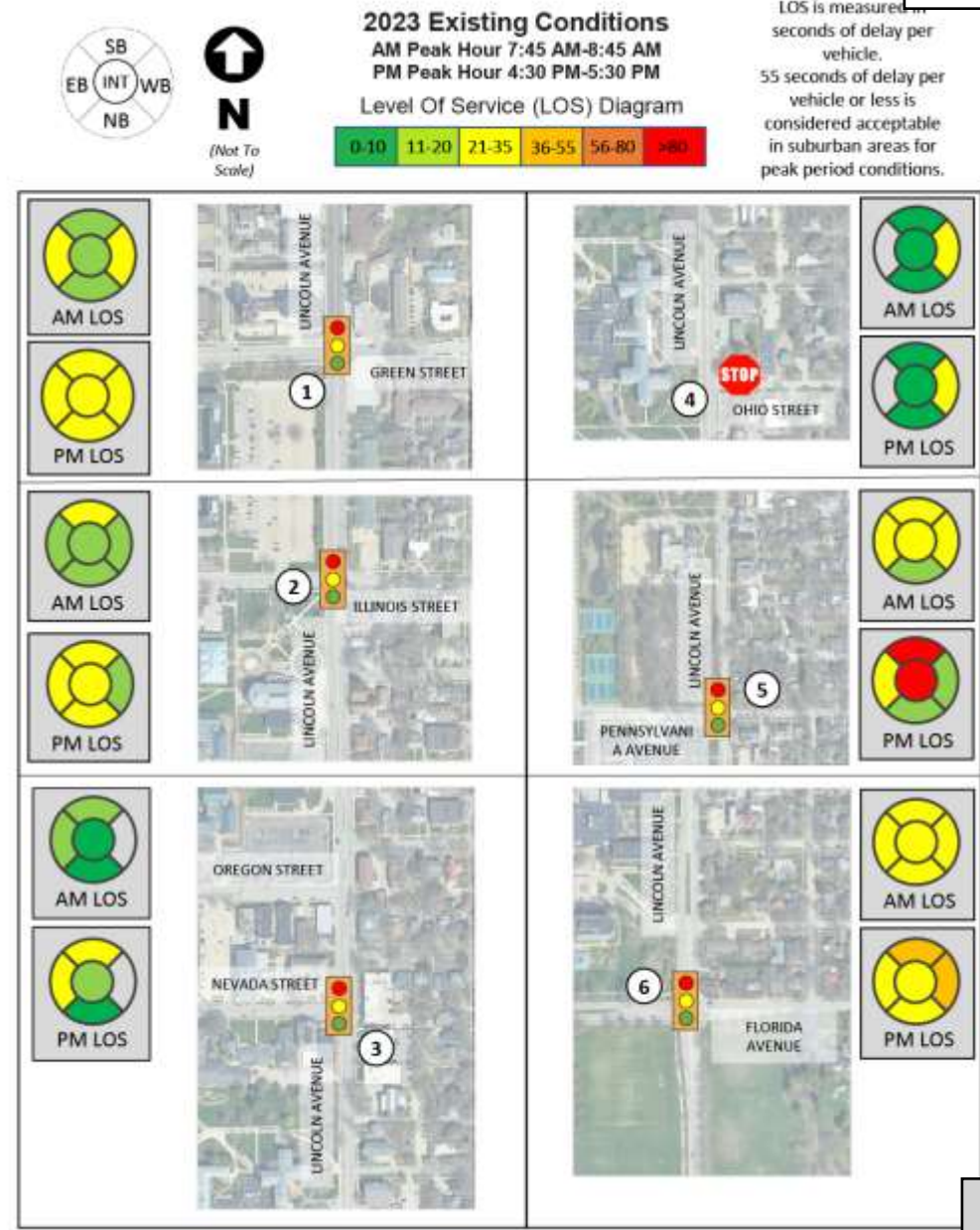
Purpose: Mobility

- Poor automobile level of service (LOS): At the north and south ends, **LOS is E or F** during the standard workday
 - Scale is from A (free-flowing traffic with little to no delay) to F (highly congested, excessive delays & stop-and-go conditions)
 - Traffic is projected to get worse in coming decades



Purpose: Mobility

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 - Traffic is projected to get worse in coming decades



Purpose: Mobility

- Infrastructure improvements needed for ***non-automotive*** travel modes:

- Pedestrians
- Cyclists
- Bus Riders



Existing Cyclist and Pedestrian Conditions

Project Phases

- Spring - Fall 2023
 - Approve Scope and Timeline
 - Existing Conditions
 - Round 1 Public Outreach
 - Future Conditions
- Fall 2023 - Spring 2024
 - Identify Potential Countermeasures
 - Scenario Development and Evaluation
 - Round 2 Public Outreach
- Spring 2024 - Summer 2025
 - Preferred Alternative Selection
 - Project Prioritization and Implementation Recommendations
 - Finalize Corridor Study Report
 - Round 3 Public Outreach (November 20, 2024 - January 3, 2025)
 - Round 4 Public Outreach (April 28 - May 30, 2025)

Recommendations

Pedestrian Recommendations

- Crosswalk location changes
 - New crosswalk at Oregon
 - Ohio and Indiana crosswalks consolidated into mid-block crossing



Pedestrian Recommendations

- Installation of rapid rectangular flashing beacons at non-signalized crossings
 - Oregon, Iowa, Ohio/Indiana mid-block, north of Michigan



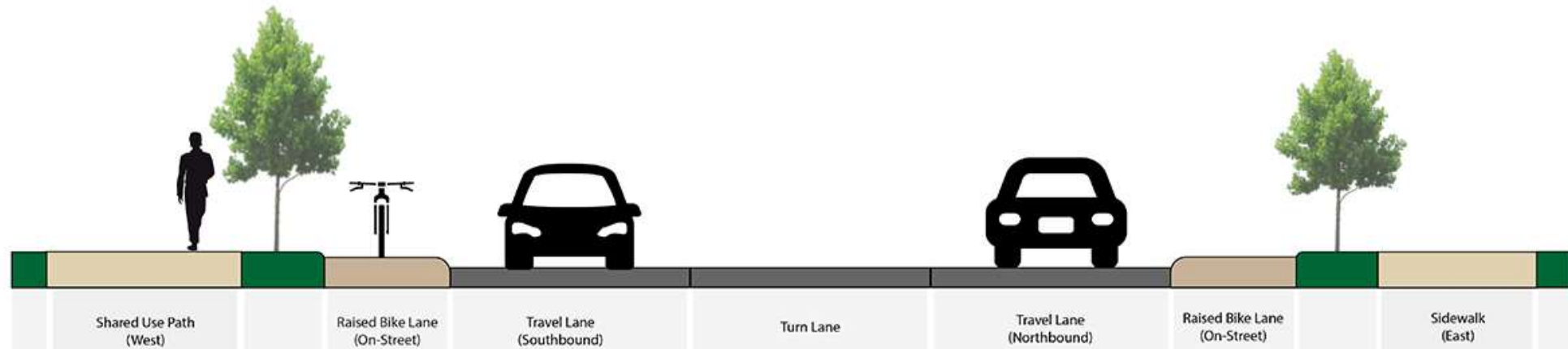
Cyclist Recommendations

- On-street bike lanes for the full length of the corridor
 - These bike lanes will be vertically separated from the roadway (similar to Green Street on campus)



Automotive Recommendations

- Conversion of entire corridor into three-lane section
 - Through lane in each direction, and center left turn lane



Automotive Recommendations

- Conversion of entire corridor into three-lane section
 - Repurposing existing painted buffer and four-lane road space, without need for significant right-of-way acquisition



Automotive Recommendations

- Creation of right-turn-only lanes at corridor entrances
 - Southbound at Green and northbound at Florida

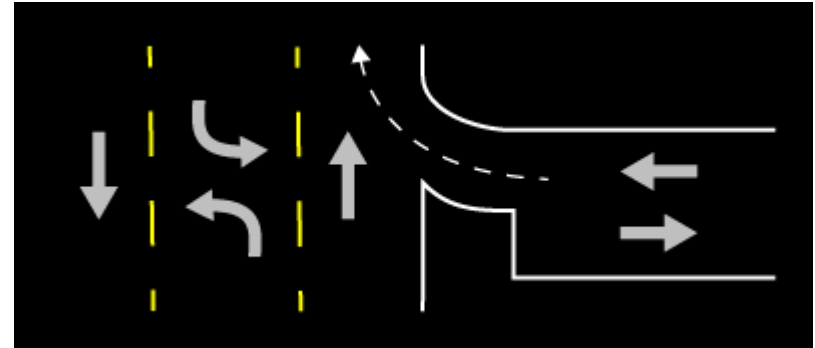
- Replace northbound through lane at Florida with buffer and bike lanes, so only one lane enters corridor



- Signal timing adjustments
 - Green, Illinois, Nevada, Pennsylvania, and Florida

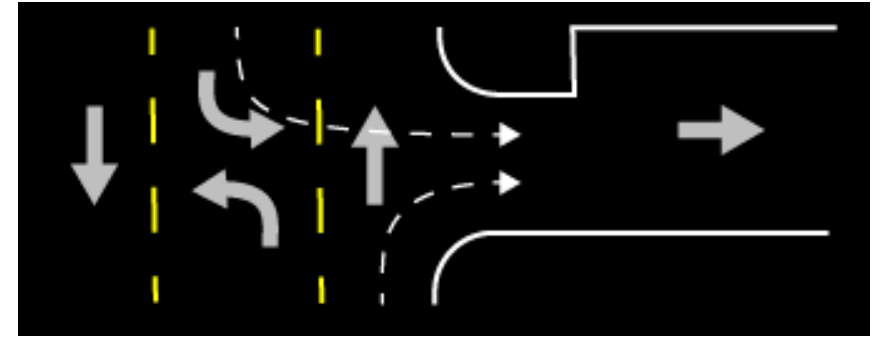
Automotive Recommendations

- Automotive restrictions on West Urbana side streets
 - Oregon changed to right-out only
 - Iowa changed to right-out only



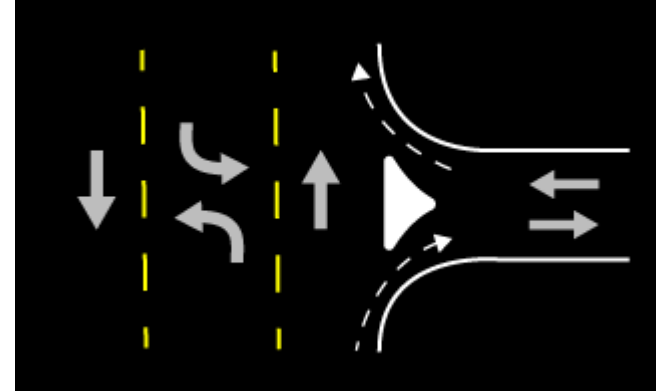
Automotive Recommendations

- Automotive restrictions on West Urbana side streets
 - Indiana changed to eastbound-in only, and Lincoln/Busey block converted to one-way



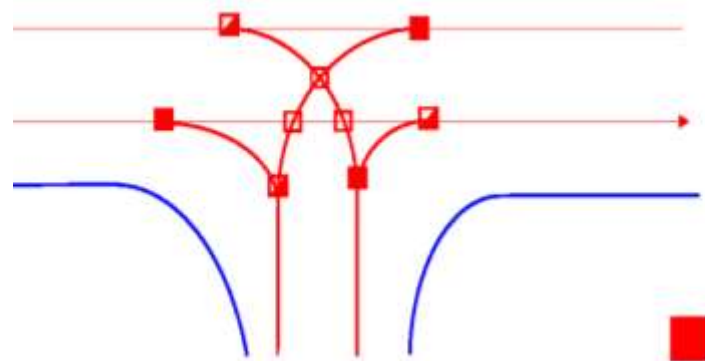
Automotive Recommendations

- Automotive restrictions on West Urbana side streets
 - Conversion of Nevada and Vermont to right-turn-in/right-turn-out



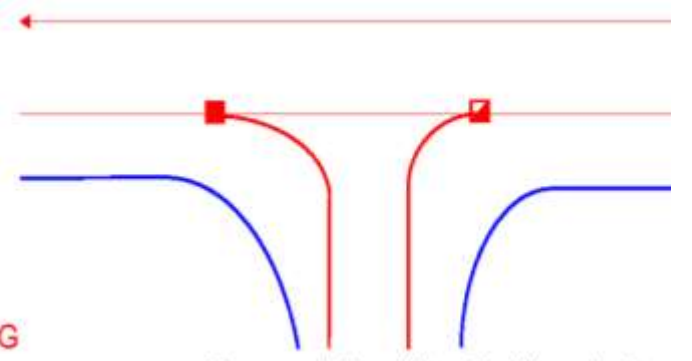
Automotive Recommendations

- Designing for safety - conflict point reduction



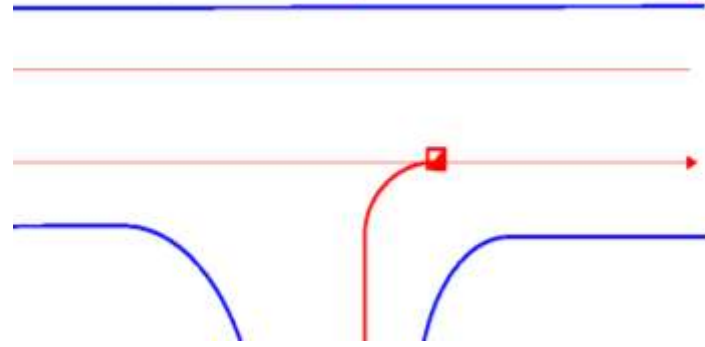
Existing Condition for: California, Oregon (east), Nevada (east), Iowa, Ohio, Indiana, Michigan, Montana, and Delaware
Proposed Condition for: California, Ohio, Michigan, Delaware

- DIVERGING
- ◻ MERGING
- ◻ CROSSING

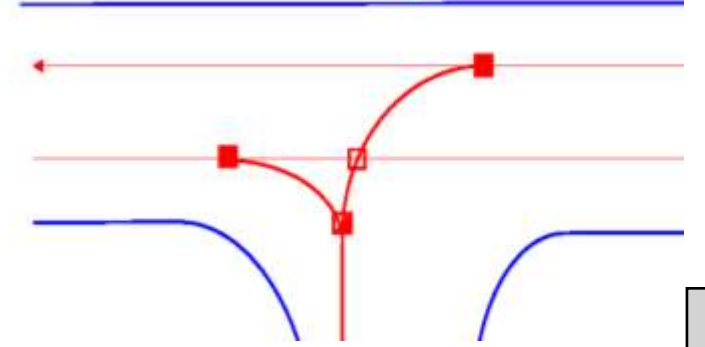


Proposed Condition for: Nevada (east), Vermont

Right-Out Only CONFLICT POINTS = 1

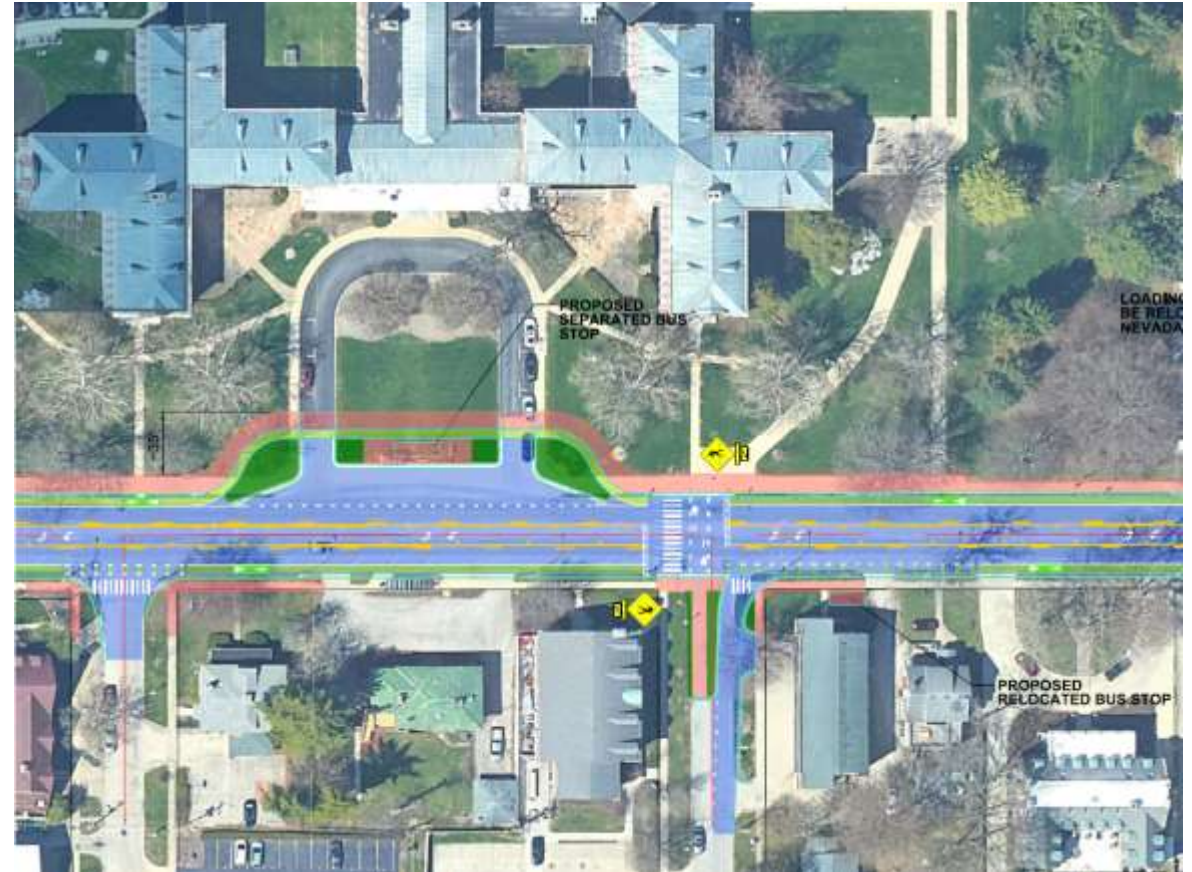


Right-In or Left-In Only CONFLICT POINTS = 2



Bus Recommendations

- MTD stops between Iowa and Ohio slightly relocated, to avoid intermodal conflict
 - Southbound stop (at LAR) shifted west, into university ROW (pending agreement)
 - Northbound Iowa stop shifted north of partially-opened Iowa intersection, new shelter dependent on ROW negotiations with property owner



Bus Recommendations

- Northbound Oregon stop shifted north of partially-opened Oregon intersection



Changes from November 2024

- Previous
 - Closure of Oregon, Iowa, and Indiana to vehicles
 - Bike and pedestrian access maintained
- Current
 - All full vehicle closures removed
 - Oregon changed to right-out only
 - Iowa changed to right-out only
 - Indiana changed to eastbound-in only, and Lincoln/Busey block converted to one way



Before



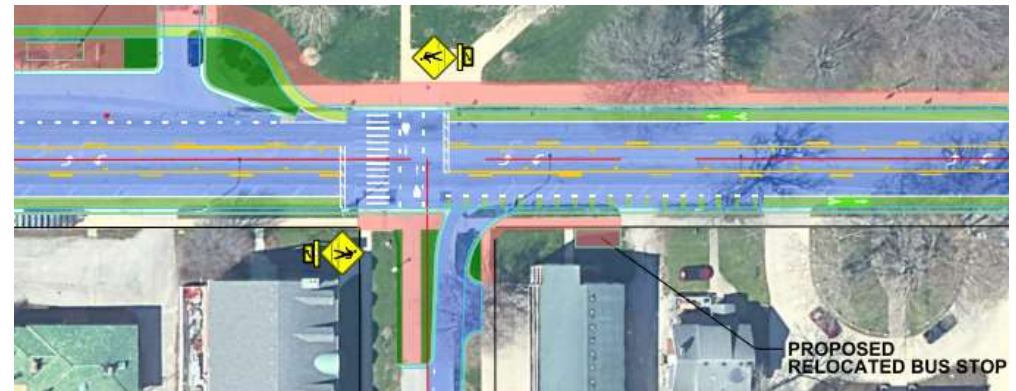
After

Changes from November 2024

- Previous
 - Bus stops at Iowa and Oregon located at closed intersections
- Current
 - Stops shifted north of partially-opened intersections



Before



After

Public Feedback

Overall Feedback Summary

- Phase 1 – Fall 2023
 - 345 survey responses + 317 map comments
- Phase 2 – Spring 2024
 - 192 survey responses + 95 map comments
- Phase 3 – Winter 2024
 - 84 emails, 255 distinct comments
- Phase 4 – Spring 2025
 - 25 emails, 71 distinct comments
- Total
 - 1,058 outreach responses across the four phases

Public Outreach Methods

- Open House (Phases 1 and 2)
- City Council Meeting (Phases 3 and 4)
- Public Notice in News-Gazette (Phases 3 and 4)
- Sending the social media posts, digital flyers, and info blurbs to community partners
 - CCRPC Communications office
 - Champaign-Urbana Mass Transit District
 - City of Urbana
 - PACE Center for Independent Living
 - The West Urbana Neighborhood Association
 - Champaign County Bikes
 - UIUC Facilities Department
 - UIUC Housing Department
 - UIUC Panhellenic and Interfraternity
- Councils
 - Previous LACS Respondents
- Installing yard signs in the public right-of-way along the Lincoln Avenue corridor
- Distributing flyers to businesses or gathering places near the corridor
- Posting on the CUUATS Facebook, Instagram, and Twitter
- Distributing press releases about the outreach to local media
 - Phase 1 Coverage - News-Gazette, WAND, and WCIA
 - Phase 2 Coverage - WCIA
 - Phase 3 Coverage - Illinois Public Media and WCIA
 - Phase 4 Coverage - Daily Illini and News-Gazette

Late 2024 - Public Comment Period

- Public comment on final proposal was open for a month and a half at the end of 2024, via email to RPC staff
- Received 84 emails with 255 individual comments
- Individual comments were coded according to subject matter (i.e. Access Restriction), and then broken down according to the feedback they provided on that issue
 - Opposed
 - Ambivalent
 - Support
 - Concern
 - Suggestion

Late 2024 – Grouped Subject Count

Access Closure	43
Access Closure - Opposed	27
Access Closure - Concern	6
Access Closure - Support	5
Access Closure - Suggestion	3
Access Closure - Ambivalent	2
Pedestrian Infrastructure Recommendations	37
Pedestrian Infrastructure Recommendations - Support	22
Pedestrian Infrastructure Recommendations - Suggestion	7
Pedestrian Infrastructure Recommendations - Ambivalent	5
Pedestrian Infrastructure Recommendations - Concern	3
Cycling Infrastructure Recommendations	32
Cycling Infrastructure Recommendations - Support	16
Cycling Infrastructure Recommendations - Suggestion	5
Cycling Infrastructure Recommendations - Opposed	5
Cycling Infrastructure Recommendations - Ambivalent	4
Cycling Infrastructure Recommendations - Concern	2
General Recommendations	17
General Recommendations - Support	11
General Recommendations - Opposed	3
General Recommendations - Ambivalent	2
General Recommendations - Concern	1

Roadway Realignment	15
Roadway Realignment - Support	8
Roadway Realignment - Ambivalent	3
Roadway Realignment - Concern	2
Roadway Realignment - Opposition	1
Roadway Realignment - Suggestion	1
Right-In-Right-Out	10
Right-In-Right-Out - Suggestion	8
Right-In-Right-Out - Support	1
Right-In-Right-Out - Concern	1
Signal Timing Adjustment	7
Signal Timing Adjustment - Support	3
Signal Timing Adjustment - Ambivalent	2
Signal Timing Adjustment - Suggestion	2
Study Process	8
Study Process - Support	3
Study Process - Opposed	3
Study Process - Ambivalent	1
Study Process - Concern	1
Vehicle Speed - Suggestion	7

Loading Zone Removal	6
Loading Zone Removal - Ambivalent	3
Loading Zone Removal - Opposed	2
Loading Zone Removal - Concern	1
Non-Study Proposal	6
Bus Stop Relocations	4
Bus Stop Relocations - Support	2
Bus Stop Relocations - Opposed	1
Bus Stop Relocations - Suggestion	1
Increased Enforcement - Suggestion	4
Additional Lighting Improvements - Suggestion	3
Infrastructure Costs - Opposed	2
Roadway Resurfacing - Support	2
Commercial Parking Relocation	2
Commercial Parking Relocation - Ambivalent	1
Commercial Parking Relocation - Suggestion	1

Late 2024 - Post-Outreach

- Based on the feedback provided, opposition to road closures was the primary point that needed to be addressed (in some way) before moving forward
- Lochmueller confirmed that garbage trucks and trucks of similar size could navigate the proposed closures
- Urbana Fire Department came forward with fire truck access concerns, which weren't addressed by Lochmueller's garbage truck analysis
- Urbana Public Works determined that, in light of public response and UFD concerns, they were no longer in support of complete closures
- ***This led to the updated recommendations***

2025 - Public Comment Period

- Open from Monday, April 28th, 2025, to Friday, May 30th, 2025, via email to RPC staff
- Received 25 total emails during comment period, containing 71 distinct comments
- Individual sentiments were coded according to subject matter (i.e. Access Restriction), and then broken down according to the feedback they provided on that issue
 - Opposed
 - Ambivalent
 - Support
 - Concern
 - Suggestion

2025 – Grouped Subject Counts

Access Limitation	22
Concern	9
Support	5
Opposed	4
Suggestion	4
Pedestrian Infrastructure Recommendations	13
Suggestion	6
Concern	3
Support	4
Cycling Infrastructure Recommendations	9
Suggestion	4
Support	4
Concern	1
General Recommendations	9
Support	5
Suggestion	2
Concern	1
Opposed	1

Study Process	8
Support	4
Suggestion	2
Concern	1
Opposed	1
Non-Study Proposal	4
Roadway Realignment	2
Opposed	1
Support	1
Commercial Parking Relocation	1
Concern	1
Loading Zone Removal	1
Concern	1
Roadway Resurfacing	1
Support	1
Access Closure	1
Opposed	1

2025 - Feedback Summary

- There is still opposition/concern to access limitations, but less and less strongly articulated opposition than to the previous full-closure recommendation
- Concerns Include
 - Redirected traffic on West Urbana streets
 - Safety for bikes and pedestrians in West Urbana
 - Inconvenience for residents navigating restricted blocks
 - Confusion from variety of restriction types

2025 - Feedback Summary

- Along with access concerns, respondents continued to articulate support for pedestrian and bike improvements, as well as for the study recommendations in general

Next Steps

Next Steps

- Although there are still concerns about access limitations, these were less numerous and less strongly held than for the previous round's full access closures

Next Steps

- In light of the safety and functional benefits from the combined suite of recommendations, we believe that the benefits of the recommended design are worth any tradeoffs

Next Steps

- In light of the safety and functional benefits from the combined suite of recommendations, we believe that the benefits of the recommended design are worth any tradeoffs
 - Safety
 - The project was awarded because Lincoln and Ohio was identified by the state as a priority safety area
 - The corridor has seen two fatalities and six serious injuries since 2013
 - The recommendations have documented safety benefits through the Crash Modification Factor (CMF)

Next Steps

- In light of the safety and functional benefits from the combined suite of recommendations, we believe that the benefits of the recommended design are worth any tradeoffs
 - Function
 - Several stretches of the corridor (at the north and south ends) experience LOS E or F (on a scale from A-F) during the standard work day
 - Traffic is projected to get worse in coming decades
 - Through more consistent and moderated traffic flow, the recommendations are projected to provide and maintain adequate levels of service and traffic flow into the future, even with growth
 - The changes will also encourage non-automotive travel on for

Next Steps

- Many of the concerns can be further addressed or tracked during the design and implementation process, as more detailed work is completed

Next Steps

- The corridor study team seeks the endorsement of the plan from City Council, so that it can be used in future grant applications and other efforts to advance the project towards implementation

Questions? Comments?

More info:

ccrpc.org/lincoln

Lincoln Avenue Corridor Study - Final Proposal

Bike Lanes Along Entirety of Corridor

Road width, striping, and images seen below are not final or technical designs, but are trying to help visualize the described changes

- Southbound right turn/straight lane at Green changed to just right turn lane, so only one lane enters corridor



Green

- Three-lane section for whole corridor
- No right turn lanes on corridor



Illinois

- On-street bike lanes from Green to Florida



Source - ACTA Planning + Design (revised)

- Oregon converted to right-out only



Oregon

- Crosswalk added with flashing pedestrian signals



Nevada

- Nevada restricted to right turn only

- Iowa converted to right-out only



Iowa

- Mid-block crosswalk with flashing pedestrian signals

- Bike lane and sidewalk redirected behind bus stop

- Ohio and Indiana crosswalks removed
- Replaced by mid-block crosswalk with flashing pedestrian signals

- Existing crosswalk at Michigan shifted north, flashing pedestrian signals added

- Existing southbound bus stop shifted west, to allow for bus pull-off
- Existing northbound bus stop moved north of Iowa intersection

- Indiana intersection converted to eastbound turn-in only, and whole block converted to one-way eastbound

- Signal timings on corridor adjusted to best accommodate all of the other changes

- Vermont restricted to right turn only

- Replace northbound through lane at Florida with buffer and bike lanes, so only one lane enters corridor

- Southbound right turn lane at Florida will remain (exception to rest of corridor)



Florida

Item G2.

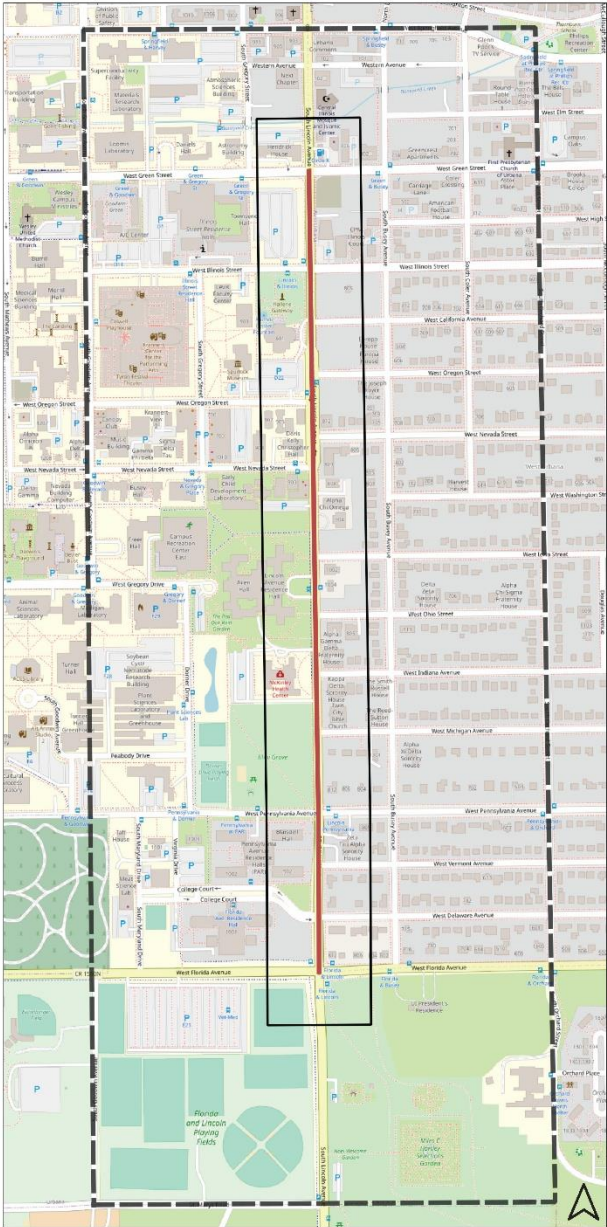
Lincoln Avenue Corridor Study

Urbana City Council
July 2025



Project Goals

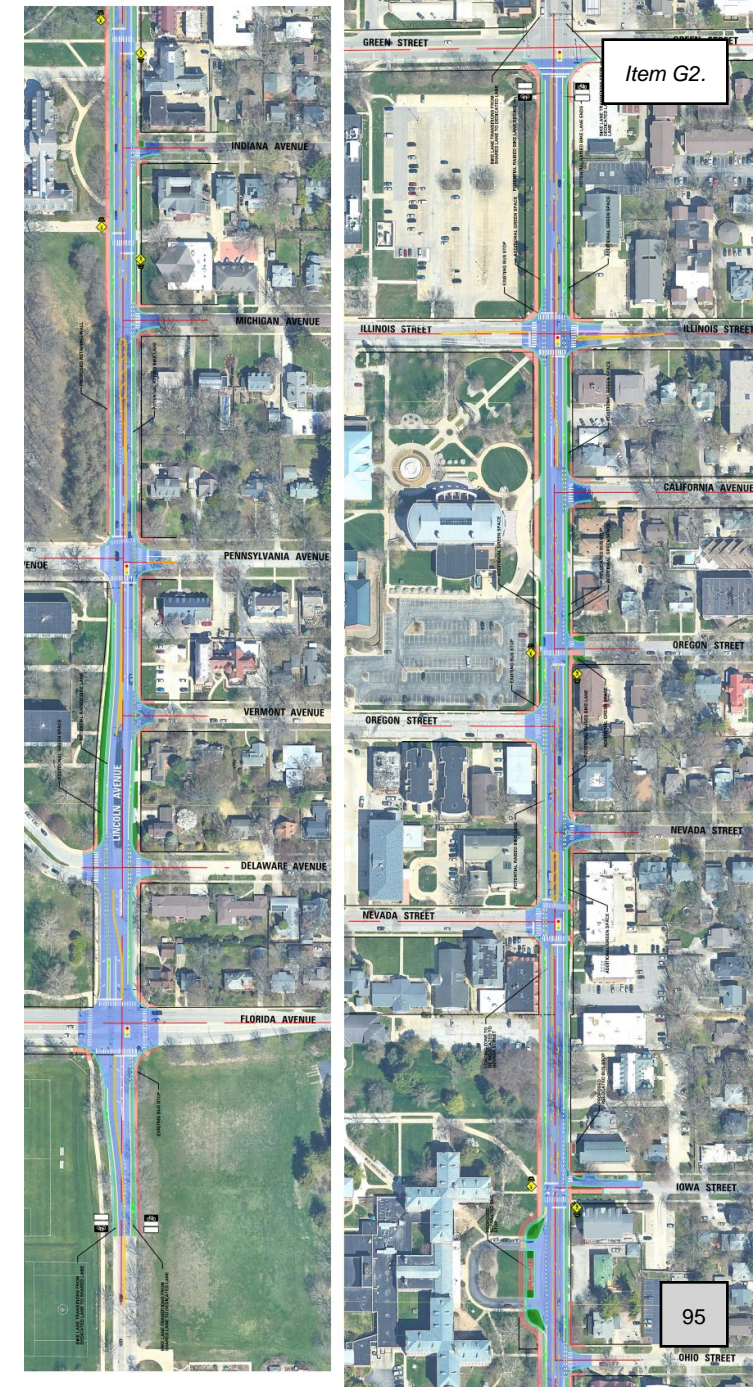
- Increase transportation safety
- Improve mobility
- Enhance multimodal connectivity

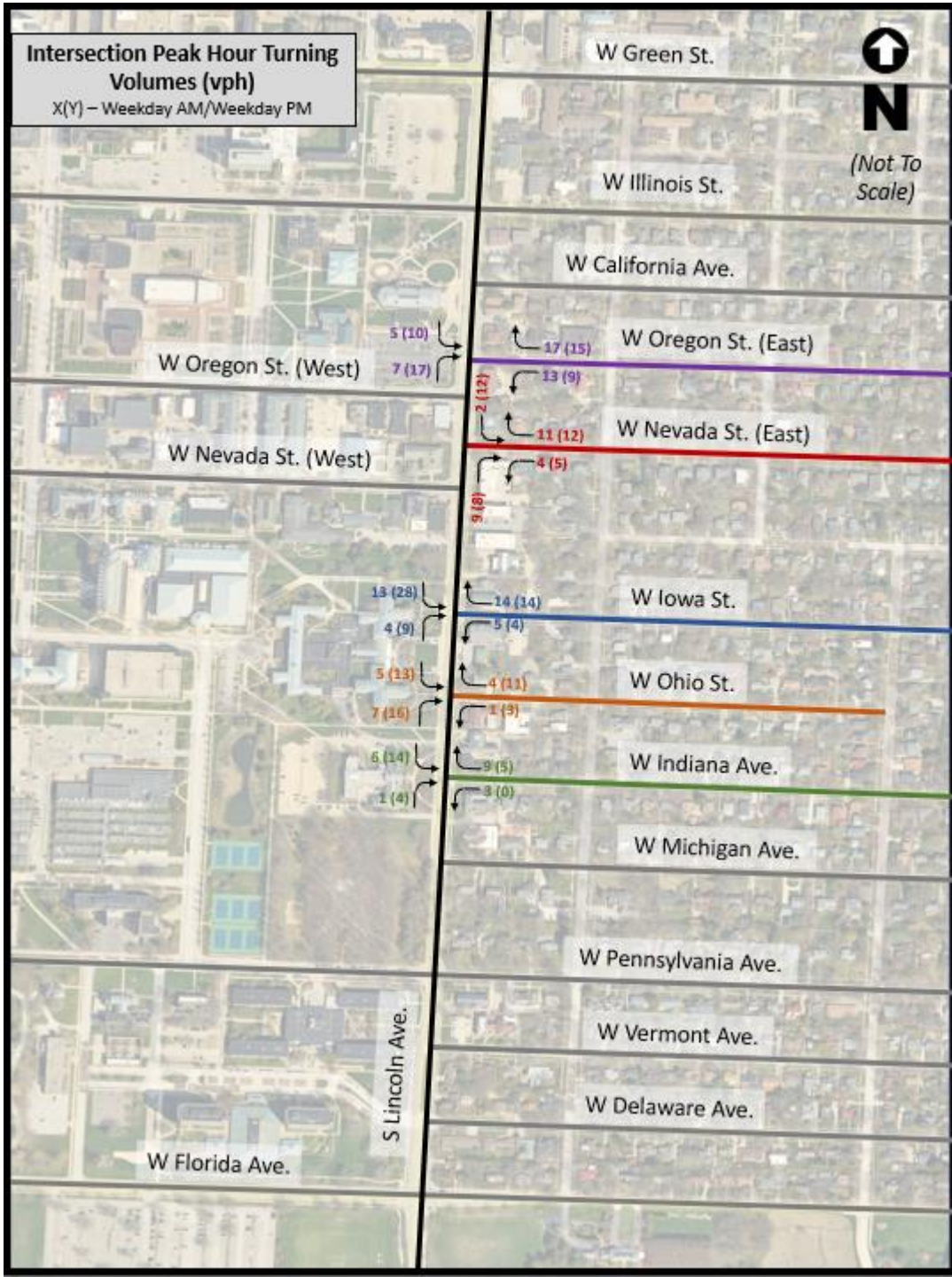


— Lincoln Avenue Study Segment - - - Study Area — Area of Influence

Recommendations

- Consolidated crosswalks with RRFBs
- On-street bike lanes
- Conversion of 4 lane road to 3
- Access restrictions at Oregon & Iowa (right-out only), Indiana (in-only), Vermont & Nevada (right in & out only)
- Shifted bus stops





Traffic Routing

- **Total re-routed traffic** expected:
 - < 5.7% of total traffic in AM peak hour, and
 - < 6.9% of traffic in the PM peak hour
- **~ 100 vehicles per peak hour total** (not concentrated on any one intersection or movement)
- Current ADT of Busey ~ 275 vehicles / day
 - Planning capacity of local street, providing consideration for livability ~ **1,000 vehicles / day**
- **< 2 cars/minute** spread across remaining network with full access
 - Illinois
 - California
 - Ohio
 - Michigan
 - Pennsylvania

Traffic Impacts to Ohio St

Intersection & Movements		LOS (Delay, sec) [95 th % Queue Length, feet] <V/C ratio>	
		AM	PM
1a	<i>Lincoln Avenue & Ohio Street (Existing)</i>		
	Westbound Approach	C (17.4) [<25] <0.04>	C (16.9) [<25] <0.07>
	Southbound Left Turn	A (9.9) [<25] <0.01>	A (9.6) [<25] <0.02>
1b	<i>Lincoln Avenue & Ohio Street (Estimated)</i>		
	Westbound Approach	C (20.2) [<25] <0.17>	C (22) [<25] <0.22>
	Southbound Left Turn	A (9.9) [<25] <0.02>	A (9.8) [<25] <0.04>
1b	<i>Lincoln Avenue & Ohio Street (Worst Case)</i>		
	Westbound Approach	C (23.8) [35] <0.33>	C (23.7) [25] <0.25>
	Southbound Left Turn	B (10.1) [<25] <0.04>	B (10.1) [<25] <0.09>

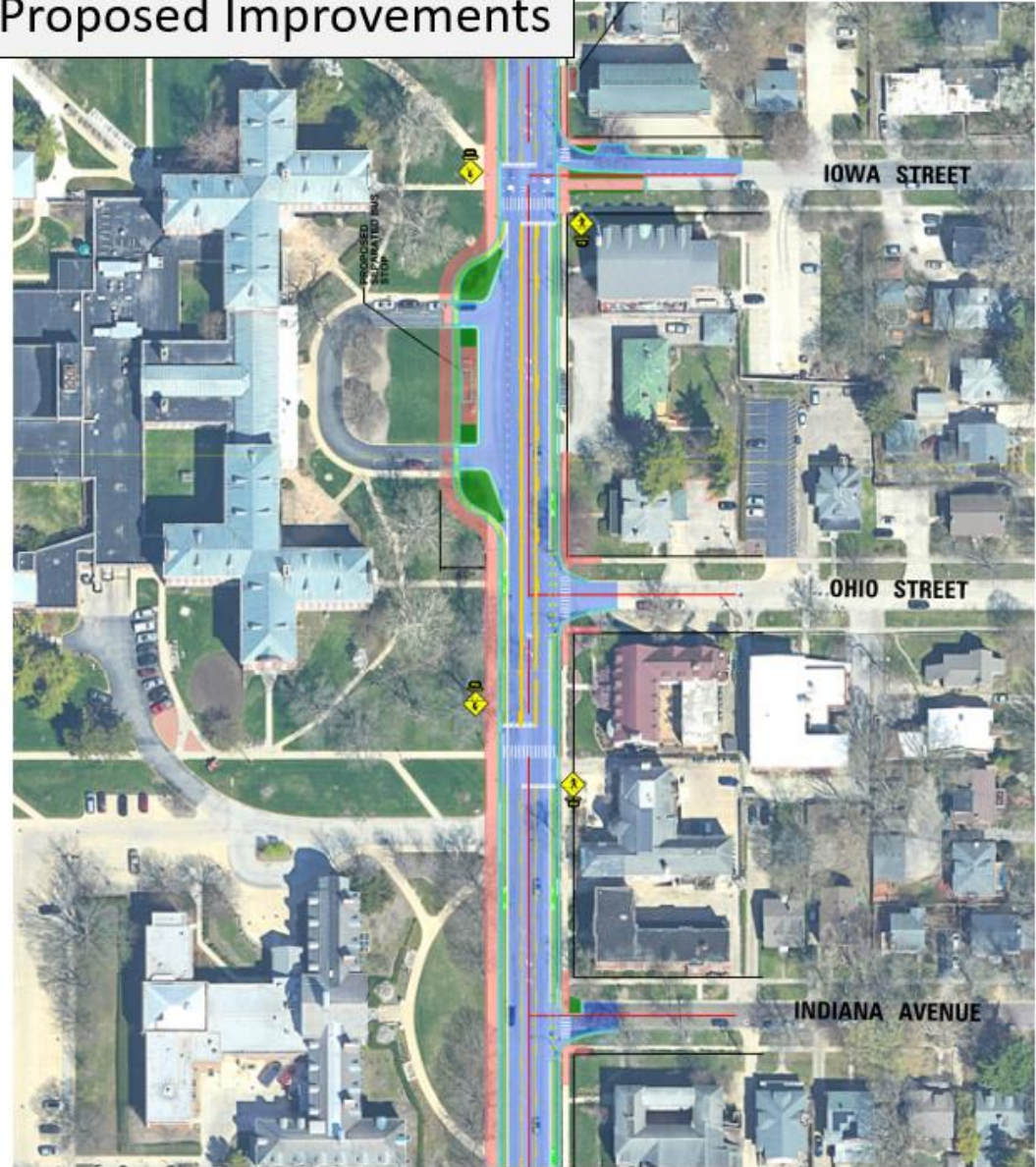
- LOS - A through F scale, with LOS E indicating a road is at capacity, with LOS F indicating failing levels of service.
- 95th % Queue = "max" queue expected. One vehicle is equivalent to ~20-25ft
- V/C = volume to capacity ratio. Indicator of sufficient lane geometry to handle associated volume. Generally acceptable < 0.85. Over 1.0 indicates more vehicles than the road has space to handle.

High Crash Area Improvements

Crashes, 2013-2022



Proposed Improvements



Safety Benefits Summary

Improvements are concentrated where the most crashes & most of the severest crashes occurred.

Improvements will reduce conflict points across the corridor.

Reductions in crashes are estimated for each type of improvement using a Crash Modification Factor (CMF).

Safety Benefits Details

Anticipated Crash Reduction Rates
(up to the following):

- **Lane Reduction / Road Diet** – 0.53 CMF
applies to All Crash Types → 47%
- **Install Bike Lanes** – 0.68 CMF
applies to All Crash Types → 32%
- **Mid-Block Crossing with RRFBs** – 0.82 CMF
applies to Vehicle/Pedestrian Crash Type → 18%
- **Access Control** at unsignalized side-streets (California, Oregon-east, Nevada-east, Iowa, Ohio, Indiana, Michigan, Vermont, Delaware)
 - Existing conflict points (opportunity for vehicle paths to cross) = 81
 - Prior proposed full closures at Oregon, Iowa, and Indiana = 40 → 51%
 - **Current proposed restrictions** with no full closures at Oregon, Iowa, and Indiana = 46 → 43%

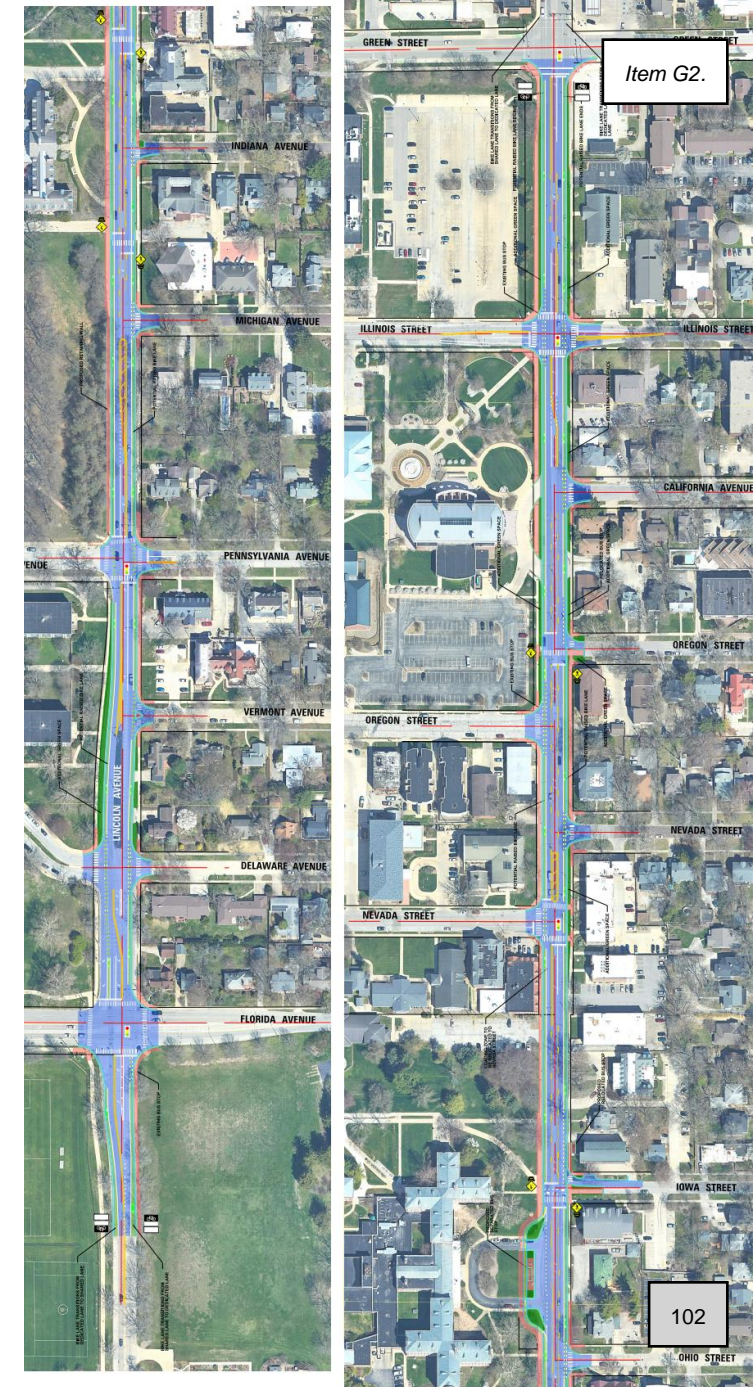
Public Feedback – Round 4

Support	24
Access Limitation	5
General Recommendations	5
Pedestrian Infrastructure Recommendations	4
Study Process	4
Cycling Infrastructure Recommendations	4
Roadway Realignment	1
Roadway Resurfacing	1
Suggestion	18
Pedestrian Infrastructure Recommendations	6
Access Limitation	4
Cycling Infrastructure Recommendations	4
General Recommendations	2
Study Process	2

Concern	17
Access Limitation	9
Pedestrian Infrastructure Recommendations	3
Commercial Parking Relocation	1
Cycling Infrastructure Recommendations	1
General Recommendations	1
Loading Zone Removal	1
Study Process	1
Opposed	8
Access Limitation	4
Access Closure	1
General Recommendations	1
Roadway Realignment	1
Study Process	1
Non-Study Proposal	4

Project Goals Met

- Increase transportation safety
 - ✓ Significant crash reductions anticipated
- Improve mobility
 - ✓ LOS to be maintained
- Enhance multimodal connectivity
 - ✓ Safer conditions for vulnerable road users
 - ✓ New infrastructure for bicyclists



Questions? Comments?

More info:

ccrpc.org/lincoln



**CITY OF URBANA
BICYCLE AND PEDESTRIAN ADVISORY
COMMISSION MEETING**

DATE: Tuesday, May 20, 2025
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

MINUTES – UNAPPROVED

Members Present: Annie Adams, Susan Jones, Qiushi Huang, Keenan Portis, Nancy Westcott, Carmen Franks

Others Present: none

Members Absent: Tommy Griscom, Bruce Michelson, Sarthak Prasad

A. Call to Order and Roll Call

Annie Adams called the meeting to order at 7:00 p.m. Roll was taken. A quorum of members was present.

B. Changes to the Agenda

none

C. Approval of Minutes of Previous Meeting

1. March 18, 2025 Meeting Minutes

Carmen Franks motioned to approve the minutes, Susan Jones seconded. Motion approved with a unanimous voice vote.

D. Public Input & Commissioner Communications

Nancy Westcott talked about PACE walking in the marathon. They hope to participate again next year. She also said that PACE is in good condition and very functional.

E. Unfinished Business

1. BPAC Goals & Initiatives 2024-2025

Bruce Michelson organized current topics of the BPAC Goals. A survey of BPAC members was done in October 2023 to prioritize goals. Annie wondered if there was a way to work more closely with the City to help move things forward with BPAC's goals. It was suggested that they try to get a council member to fill one of the BPAC vacancies.

F. Reports of City Officials and Staff and Reports of Committees

Carmen Franks gave the following updates on City projects and committees.

1. Florida Avenue Shared Use Path – Plans are 90% complete and has cleared SHPO review. The work is planned for 2026.
2. Bakers Lane Shared Use Path – The pre-final PS&E packets are being reviewed. The next step is to secure easements. Construction is to begin in early Fall and completed in 2026.
3. CDBG Sidewalk Improvements – The sidewalks were completed in March and the sod will be installed this week.

4. EQL Streetlights FY22 – Construction is underway, to be completed by the middle of this year.
5. EQL FY25 Program – Council approved the program. This includes sidewalks, ramps, streetlights, & some traffic calming devices on Broadway, Kerr, and Cottage Grove.
6. Lincoln Avenue Corridor Study – Final public input phase is happening now and is open until May 30th.
7. Lincoln Avenue Wascher to Killarney – The SS4A grant funding is under review now by USDOT. Public outreach plan & concept plan are underway now. Expected to bid the project for FY28.
8. Traffic Signal Improvements – Planning to update audio devices for pedestrian signals at up to 14 signalized intersections.
9. Sidewalk Improvements FY25 – Getting contractor under contract for about 700 feet of sidewalk replacement in West Urbana.
10. The draft CIP is available on line.
11. IDOT has several grants the City is going to pursue. They include:
 - (1) Local Projects Grant
 - (2) HSIP
 - (3) Safe Routes to School
 - (4) ITEP
12. Update for the SS4A grant is that the City is not pursuing any at this time base on the grant's priorities. This decision was made with the help of a grant consultant.

G. New Business

1. Lincoln Ave Corridor Study Updates (<https://ccrpc.gitlab.io/lincoln-ave/>) [Carmen]

Carmen shared some of RPC's slides on the study, including improvements that were proposed initially. The public input comment period had a lot of opposition to the full access closures by residents and the Fire Department. Because of these concerns Public Works will not support full closures anymore. These full closures that were being discussed were at Oregon, Iowa, & Indiana). Updated recommendations are right-outs, eastbound-in only, & one block converted to one-way. There is also some shifting of bus stops in the study. The more detailed concept plan is on line.

In the final input phase of the study, it will continue to emphasize the need for these changes. The City plans to bring the study back to Council in early July to try to get their approval of recommendations.

Susan Jones motioned for BPAC to endorse their approval of the recommendations to the Lincoln Avenue Corridor Study, Nancy Westcott seconded. Motion approved with a unanimous voice vote.

2. 2025 Illinois Bike & Walk Summit & Lobby Days [Annie]

Annie attended the Illinois Bike & Walk Summit in Springfield. Ride Illinois is interested in reducing bicycle fatalities and making Illinois better through biking. This is the first time that Ride Illinois was able to organize Lobby Days. Annie discussed some of the sections that she attended and the Lobby Day that she attended at the State Capitol.

3. CUUATS Transportation Safety Advisory Meeting: Traffic crash analysis results [Annie]

Annie went over the Crash Data Analysis report from the Safety Advisory meeting. The areas studied were Mahomet, Bondville, Champaign, Urbana, Savoy, & Tolono. In the last 10 years, that have been about 33,000 total crashes with 156 fatalities. They are worried that crash data will be higher this year than past years. Different data in the report referred to the ages & genders of both the bikers & drivers, the time of day, the day of the week, & the month of the year.

There will also be an online map where people can report unsafe areas.

They will conduct a public engagement survey in the future. Different ways for public input to be heard can be at Park District events, social media, & QR code surveys on buses.

H. Announcements

Qiushi Huang said that with MTD moving out of Marketplace Mall, an alternative route east of Market Street is being discussed.

Susan Jones announced that tomorrow (5/21) is the Ride of Silence at 7 p.m. This ride is in honor of cyclists who have been injured or killed.

Keenan Portis announced that the Park District is having their third committee meeting for King Park on May 28th. They will present the draft master plan at Jettie Rhodes Day and will receive feedback at that time.

I. Future Topics

none

I. Adjournment

The meeting adjourned at 8:41 p.m.

MEMORANDUM TO THE URBANA, IL COMMITTEE OF THE WHOLE & CITY COUNCIL

Meeting: May 19, 2025 Committee of the Whole

Subject: Ordinance No. 2024-12-042: An Ordinance Establishing Approval, Policy, and Reporting Requirements for Surveillance Technology and databases

Sponsors: Council Members Grace Wilken & Jaya Kolisetty

Summary

Action requested

City Council is asked to approve the attached Ordinance, which requires and clarifies the process for procurement and use of policing technology and databases that can be used to monitor, track, and identify specific individuals or groups. This Ordinance codifies the public approval process for specific surveillance technologies or databases; it does not dictate the use of any given technology (that would be voted on by Council).

Overall, the Ordinance establishes the Council approval and public input process for new and existing policing technologies and databases. The attached definitions clarify the relevant types of technology and databases, the Use Report, Use Policy, and Policing Technology Annual Report.

Brief Background & Previous Action

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

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

The City of Urbana commissioned the completion of a review of UPD and UFD policies and staffing requirements by Berry Dunn consultants. The report on the first phase of the study included community stakeholder meetings, professional stakeholder meetings, community interest group and individual meetings, and an online survey, all of which included responses from community members showing “a desire for more active transparency” (page 58). The report noted transparency as one of the four pillars of procedural justice and is included in the six pillars of 21st Century Policing, and that not providing transparency through community input “can foster mistrust and damage relationships” (page 159).

In, September of 2021, the Urbana City Council was asked to approve a budget amendment, allowing the City to move funds in order to purchase automatic license plate readers. After much discussion and public input, including Town Hall Meetings, the budget amendment failed, with a 4 to 3 vote, in November of 2021. This instance highlighted the fact that there was no procurement policy for police surveillance technology.

During the budget discussions in June of 2023, Council Members Wilken and Evans proposed additional language to the budget ordinance that clarified the intended use of approved funds and required Council approval and due public process for the purchase of certain surveillance technologies. That proposed language failed, with a 5 to 2 vote. There was feedback from Council members on how to improve the language, and comments that they would entertain a discussion about surveillance policy in the future.

In response to the proposed budget language, on the June 26, 2023 City Council meeting, Mayor Marlin stated that, “The city of Urbana will not authorize or purchase Automated License Plate Reader (ALPR) technology, without explicit majority approval from the Urbana City Council. While the prior debate and vote on ALPRs centered on a budget amendment to purchase ALPRs, rather than a general policy statement, the council discussion and 4-3 vote defeating the amendment, made the position of the majority of council very clear.”

The attached Ordinance is a product inspired from years of discussion and thought in the Urbana community. The Ordinance is intended to simply codify the understanding by which the City has been operating for years, and define mechanisms public reporting. It has undergone some preliminary reviews, and continued feedback and collaboration is welcomed.

Financial Impact

There is no expected direct financial impact of this Ordinance.

Additional Information & Resources

Model Legislation from the Policing Project, New York University School of Law (this is similar to the originally proposed Ordinance):

<https://static1.squarespace.com/static/58a33e881b631bc60d4f8b31/t/5df2acb192c2512f27a73c12/1576185009882/ADAPT+Act.pdf>

General resources on legislation for policing technology from the Policing Project:

<https://www.policingproject.org/policing-technology-model-statutes-and-legislative-resources>

Ordinance on surveillance technology from Boston, MA (these definitions were used for the updated Ordinance):

<https://www.boston.gov/sites/default/files/file/2021/09/Docket%20%230397%20%282%29.pdf>

Boston Police Department 2023 Annual Surveillance Technology Report:

https://www.boston.gov/sites/default/files/file/2024/07/2023%20City%20of%20Boston%20Annual%20Surveillance%20Reports_0.pdf

Oakland, CA Ordinance to amend the City Code regarding police surveillance:

<https://cao-94612.s3.us-west-2.amazonaws.com/documents/OMC-9.64-January-2021-005.pdf>

Oakland, CA Privacy Commission – other resources and ordinances:

<https://www.oaklandca.gov/documents/privacy-advisory-board-ordinances-and-resolution>

ACLU Community Control Over Police Surveillance (this is the same group that created the guiding principles that were attached in the packet for the December 16, 2024 Committee of the Whole meeting):

<https://www.aclu.org/community-control-over-police-surveillance#:~:text=The%20proliferation%20in%20local%20police,color%20and%20low%20income%20communities.>

Research on data privacy and communities of color, from the Brookings Institution:

<https://www.brookings.edu/articles/police-surveillance-and-facial-recognition-why-data-privacy-is-an-imperative-for-communities-of-color/>

ACLU article on the use of ALPR data by ICE (US Immigration and Customs Enforcement) to target people who have immigrated to the US, including in Illinois and in “sanctuary cities”:

<https://www.aclu.org/news/immigrants-rights/documents-reveal-ice-using-driver-location-data>

Forbes article on lawsuits over license plate readers:

<https://www.forbes.com/sites/larsdaniel/2024/10/22/warrantless-surveillance-federal-lawsuit-challenges-flock-safety-cameras/>

ACLU model legislation: <https://www.aclu.org/documents/community-control-over-police-surveillance-model-bill>

Attachments

1. Ordinance No. 2024-12-042: An Ordinance Establishing Approval, Policy, and Reporting Requirements for Surveillance Technology and Databases (version 6)
2. Attachment A, Definitions (Ordinance No. 2024-12-042)

Ordinance No. 2024-12-042

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

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

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

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

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

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

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

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

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

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

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

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

Section 1. Purpose:

The purpose of this ordinance is to provide transparency, oversight, and accountability regarding the acquisition and use of surveillance technology and surveillance data by the City of Urbana and all departments and officials (hereinafter "City" or "City Department"), and to protect privacy, civil rights, and racial and immigrant justice.

Section 2. Approval Process for Surveillance Technology and Database Acquisition or Use

- (a) Any City Department seeking to acquire or use new surveillance technology or surveillance data, shall, prior to such acquisition or use obtain ~~written~~ approval **by majority vote** of the Urbana City Council prior to purchasing, acquiring, or using any new surveillance technology or database (as defined in Attachment A of this Ordinance), which includes linking or cross-referencing existing databases, adding new categories of data to a database, or using new analytic tools on an existing database.
- (b) At least sixty (60) days prior to seeking approval of a surveillance technology or database, the City shall submit to the City Council and make publicly available a written **and unredacted** surveillance technology or database “Use Report,” along with a draft of the proposed surveillance technology or database “Use Policy” (as defined in Attachment A of this Ordinance).
- (c) The public shall have forty-five (45) days subsequent to filing of the surveillance technology or database “Use Report” and “Use Policy” to submit formal comments to the City Council.

Section 3. Standard for Approval of Surveillance Technology or Database

- a) When evaluating a request for the use of surveillance technology or a database, the City Council may consider a range of factors, including but not limited to:
- i) The potential public safety benefits and effectiveness of the technology.
 - ii) The economic, social, and community costs associated with its implementation and use.
 - iii) Any potential impacts on civil liberties and civil rights, including privacy concerns.
 - iv) The possibility of disparate impacts on specific communities or groups.
 - v) Safeguards or oversight mechanisms that could mitigate risks or unintended consequences.
 - vi) Alternative methods or technologies that could achieve similar outcomes with fewer negative effects

Section 4. Reporting and Approval of Existing Surveillance Technologies and Databases

- (a) For all existing or hereinafter approved surveillance technology and databases in use, a “**Surveillance** Technology Annual Report” will be publicly available and presented to City

Council each year, which includes a current copy of the “Use Policy” for each technology and other information included in the definitions in Attachment A.

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

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

(ii) The existing surveillance technologies and databases shall require a formal approval process (as outlined in Section 1 and 2 of this Ordinance) as soon as the information on each technology is made available.

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

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

Section 5. Contractual Agreements Involving Surveillance Technology & Databases

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

(b) Prior to approval, the City Department shall provide all members of City Council with an unredacted copy of any and all contract(s) or other agreement(s) for the purchase, acquisition, or use of any new surveillance technology or database, including proposed non-disclosure agreements (NDAs) that are required to be executed in tandem with a purchase or acquisition agreement

(c) The Mayor's Office and all City Departments are hereby prohibited from entering into any contract or other agreement that facilitates the receipt of privately generated and owned surveillance data, or government generated and owned surveillance data, to any non-governmental entity in exchange for any monetary or any other form of consideration from any source, including the assessment of any additional fees, interest, or surcharges on unpaid fines or debts. Any contracts or agreements signed prior to the enactment of this ordinance that violate this section shall be terminated as soon as is legally permissible.

Section 6. Exigent Circumstances

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

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

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

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

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

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

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

(vi) Any Surveillance Technology Use Report and, if necessary, technology-specific Use Policy submitted to the City Council under this section may be redacted to the extent required to comply with an order by a court of competent jurisdiction, or to exclude information that, in the reasonable discretion of the Urbana Police Department or other City Department, would, if disclosed, materially jeopardize an ongoing investigation or otherwise represent a significant risk to public safety and security; provided, however, that any information redacted pursuant to this paragraph will be released in the next Surveillance Technology Annual Report following the point at which the reason for such redaction no longer exists.

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

Section 7. Exclusionary Rule; Deletion/Destruction Requirement

(a) Any data or other information created or collected in contravention of this ordinance, and any data or information derived therefrom, shall be deleted and destroyed as soon as possible, in accordance with state and federal laws, and may not:

(i) Be offered as evidence by any City government entity, agency, department, prosecutorial office, or any other subdivision thereof, in any criminal or civil action or proceeding against any member of the public, except as evidence of the violation of this Act; or

(ii) Be voluntarily provided to another person or entity for use as evidence or for any other purpose.

(b) Notwithstanding the above, if, upon the discovery of data or other information that was created or collected in contravention of this ordinance, it appears such data or

information may be material to the defense in a criminal prosecution, a copy of the relevant, potentially material data or other information shall be turned over to the defendant before it is deleted and destroyed.

Section 8. Annual Surveillance Technology Report Oversight

- (a) Upon request, representatives of City Council, the Civilian Police Review Board, and the Human Rights Commission shall be given full and open access to information relevant to the enforcement of this ordinance or complaints made to their Board or Commission regarding surveillance technology or databases subject to this ordinance, in compliance with the Open Meetings Act, City confidentiality policies, and other relevant state and federal laws.
- (b) The Civilian Police Review Board (CPRB) shall collaborate on the Surveillance Technology Annual Report, Use Report, and Use Policy of each surveillance technology or database subject to this ordinance, with a final vote on the recommendation by CBRP before moving to the City Council, Committee of the Whole. (changes to CPRB ordinance)
- (c) The Civilian Police Review Board and the Human Rights Commission shall hear complaints made to their Board or Commission regarding surveillance technology or databases subject to this ordinance in accordance with Chapter 19 Article 3 and Chapter 12 of the Urbana City Code of Ordinances.

From ACLU Model Bill (<https://www.aclu.org/documents/community-control-over-police-surveillance-model-bill>)

Section 8. Community Advisory Committee on Surveillance

(A) Within three (3) months of the adoption of this Act, the City Council shall appoint a Community Advisory Committee on Surveillance to provide the City Council with broad principles to help guide decisions about if and how surveillance technologies should be used by the City and its municipal agencies.

(1) The membership of the Community Advisory Committee on Surveillance should reflect the diversity of the City's residents, and special efforts should be made to ensure communities that have historically been disproportionately subjected to government surveillance are well-represented.

(2) The Community Advisory Committee on Surveillance shall have a Chair and Vice Chair, who shall be elected annually by the members of the Committee.

(B) Every year, by no later than September 15, the Community Advisory Committee on Surveillance shall produce and submit to the City Council a Surveillance Technology Community Equity Impact Assessment and Policy Guidance, which shall address, at a minimum, the following:

(1) What communities and groups in the City, if any, are disproportionately impacted by the use of surveillance technologies, what disparities were perceived and/or experienced, and what were the resulting adverse impacts on the community's or group's civil rights and/or civil liberties;

(2) With respect to each perceived or experienced disparity identified in response to Section 8(B)(1), what remedial adjustments to laws and policies, including but not limited to prior approvals granted pursuant to Section 1(A), should be made so as to achieve a more just and equitable outcome in the future.

(3) With respect to each remedial adjustment identified in response to Section 8(B)(2), what additional funding, implementation strategies, and/or accountability mechanisms would be needed to effectuate the adjustment; and

(4) In light of the collective responses to Section 8(B)(1)-(3), what new approaches and considerations should the City Council bring to future reviews of applications submitted pursuant to Section 1(A).

Section 9. Definitions

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

PASSED BY THE CITY COUNCIL this ____ day of _____, 2024.

AYES:

NAYS:

ABSTENTIONS:

Darcy E. Sanderfur, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2024.

Diane Wolfe Marlin, Mayor

ATTACHMENT A

(Ordinance No. 2024-12-042)

Definitions:

- 1) *Exigent Circumstances* means the Urbana Police Chief or their designee's good faith and reasonable belief that an emergency involving danger of death, physical injury, or significant property damage or loss, similar to those that would render it impracticable to obtain a warrant, requires the use of the surveillance technology or the surveillance data it provides. The use of surveillance technology in exigent circumstances shall not infringe upon an individual's right to peacefully protest or exercise other lawful and protected constitutional rights. Exigent circumstances for the purposes of this temporary acquisition and use shall be of the type of emergency situations as contemplated under Chapter 6 of the City Code.

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

- 3) *Surveillance Data* means any electronic data collected, captured, detected, recorded, retained, processed, intercepted, or analyzed by Surveillance Technology which is used or acquired by the City or operated at the direction of the City.

- 4) *Surveillance Technology* means any device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, associational, or similar information specifically associated with, or capable of being associated with, any identifiable individual or group; or any system, device, or vehicle that is equipped with an electronic surveillance device, hardware, or software.
 - a) Examples of Surveillance Technology include, but are not limited to:
 1. International mobile subscriber identity (IMSI) catchers and other cell-site simulators;
 2. Automatic license plate readers;
 3. Electronic toll readers;
 4. Closed-circuit television cameras except as otherwise provided herein;
 5. Biometric Surveillance Technology, including facial, voice, iris, and gait-recognition software and databases;
 6. Mobile DNA capture technology;
 7. Gunshot detection and location hardware and services;
 8. GPS tracking systems that monitor an individual's location without authorization;
 9. X-ray vans;

10. Video and audio monitoring and/or recording technology, such as surveillance cameras;
11. Surveillance enabled or capable light bulbs or light fixtures;
12. Tools, including software and hardware, used to gain **unauthorized** access to a mobile device, computer, computer service, or computer network;
13. Social media monitoring software;
14. Through-the-wall radar or similar imaging technology;
15. Passive scanners of radio networks;
16. Long-range Bluetooth and other wireless-scanning devices;
17. Thermal imaging or “forward-looking infrared” devices or cameras;
18. Electronic database systems containing Surveillance Data about Identifiable Individuals;
19. Radio-frequency identification (RFID) scanners; and
20. Software designed to integrate or analyze data from surveillance technology, including surveillance target tracking and predictive policing software.

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

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

8. Manually-operated technological devices that are used primarily for internal City communications and are not designed to surreptitiously collect Surveillance Data, such as radios and email systems;
9. Parking access and revenue control systems, including proximity card readers and transponder readers at City-owned or controlled parking garages;
10. Card readers and key fobs used by City employees and other authorized persons for access to City-owned or controlled buildings and property;
11. Cameras installed on City property solely for security purposes, including closed-circuit television cameras installed by the City to monitor entryways and outdoor areas of City-owned or controlled buildings and property for the purpose of controlling access, maintaining the safety of City employees and visitors to City buildings, and protecting City property;
12. Security cameras including closed-circuit television cameras installed by the City to monitor cashiers' windows and other cash-handling operations and to maintain the safety of City employees and visitors to such areas;
13. Cameras installed solely to protect the physical integrity of City infrastructure; and
14. Technology that monitors only City employees in response to complaints of wrongdoing or in order to prevent waste, fraud, or abuse of City resources.

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

- (i) Information describing the surveillance technology and how it works;
- (ii) Information on the proposed purpose(s) of the surveillance technology;
- (iii) If the surveillance technology will not be uniformly deployed throughout the city, what factors will be used to determine where the technology will be deployed or targeted;
- (iv) The fiscal impact of the surveillance technology;
- (v) An assessment of whether use of the surveillance technology will have an unwarranted disparate impact on protected classes and demographics, as defined in the Illinois Civil Rights Act of 2003, the Urbana Human Rights Ordinance, and other relevant laws and policies.
- (vi) An assessment identifying any potential adverse impacts the surveillance technology, if deployed, might have on civil liberties and civil rights, and what specific, affirmative measures will be implemented to safeguard the public from the potential adverse impacts.

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

- (i) What specific purpose(s) the surveillance technology is intended to advance.
- (ii) Description of the authorization for use of the policing technology: specifically, what legal and procedural rules will govern each authorized use; what potential uses of the surveillance technology will be expressly prohibited such as the warrantless surveillance of public events and gatherings; and how and under what circumstances will surveillance data that was collected, captured, recorded, or intercepted by the police technology be analyzed and reviewed.
- (iii) Description of data collection, protection, and retention: specifically, what types of surveillance data will be collected, captured, recorded, intercepted, or retained by the police technology; what safeguards will be used to protect surveillance data from unauthorized access; for what maximum limited time period the surveillance data will be retained; and by what process the surveillance data will be regularly deleted after the retention period.
- (iv) Description of data sharing: specifically, which governmental agencies, departments, bureaus, divisions, or units will be approved for data sharing; how such sharing is necessary for the stated purpose and use of the surveillance technology; and what mechanisms will ensure any entity sharing access to the surveillance technology or surveillance data complies with the applicable surveillance use requirements within the Urbana “Use Policy” and does not further disclose the surveillance data to unauthorized persons and entities.

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

- (i) A summary of how each surveillance technology and database was used.
- (iii) Total annual costs for each surveillance technology and database, including personnel and other ongoing costs, and what source of funding will fund the technology in the coming year.
- (iii) How often collected surveillance data was shared with and received from any external persons or entities; under what legal standard(s) the information was disclosed; and the justification for the disclosure(s).
- (iv) A summary of complaints or concerns that were received about each surveillance technology and database.

(v) The results of any internal audits, any information about violations of the Use Policy, and any actions taken in response to complaints or concerns.

(vi) Justification for the continued use of each surveillance technology and database and safeguards to protect civil liberties, privacy, and against discrimination.



MEMORANDUM FROM THE CITY CLERK TO THE CITY COUNCIL

Meeting: June 2, 2025, City Council Meeting
Subject: Council Rules and Meeting Procedure Continued Discussion

Summary

Action Requested

City Council is asked to review the existing Council rules and consider if any changes should be made. Chair Wilken asked that this item be placed on the 5/27 COW agenda for initial discussion. Pending Council review, changes would be implemented via a resolution brought before Council for adoption at future meetings.

Brief Background

The Urbana City Council sets the rules governing the proceedings of the City Council and Committee of the Whole. The last time these rules were amended was in January of 2021 via Resolution No. 2021-01-003R, attached.

Discussion

Additional Background Information

Council has previously made the following suggestions and inquiries regarding possible changes to the Council rules and could consider each via straw poll:

- Consideration of rotating voting order, so as to remove any potential strategic advantage to voting order based solely on ward number.
 - Chair votes last at their respective COW meeting and the subsequent Council meeting.
 - Consideration of special Council meetings voting order (with no prior COW)
- Consideration of language used to address members of the body: gender neutral language (Council Member, Trustee)
- Clarifying language regarding how a Chair of COW may participate fully in meetings: stating the Chair may fully participate but the Chair must be relinquished to make motions or enter debate.

- Clarifying language regarding abstentions and conflicts of interest
 - As mentioned at the meeting here is the City Code reference to abstentions and conflict of interest.
City Code Chapter 2 Administration, Article II, Sec 2-30 Voting Procedures:
(c)(1)Abstentions, if for reason of a stated conflict of interest, shall be recorded by the city clerk as "abstained" and shall not be recorded as either an "aye" or a "nay" vote, and shall not be ruled by the chair as "going with the majority."
(2)If an abstention or 'pass' vote is not based upon an asserted conflict of interest, then such vote shall be recorded by the city clerk as "abstained" but the mayor shall rule that such vote "goes with the majority" of those votes actually cast as an "aye" or "nay" vote.
(3)Each council member shall have the right to abstain by reason of a stated conflict of interest based upon his or her own assessment of the existence of such conflict of interest and the city council shall have no right to overrule such council member's determination.

- Consideration of modifying how items are placed on the agenda.
 - 1-member sponsor required for placement on COW Agenda, 2-member sponsor required for placement on Council Agenda
 - 1-member sponsor required for Discussion items, 2-member sponsor required for placement on COW Agenda, 3-member sponsor required for placement on Council Agenda (Note: 3 members constitutes a majority of a quorum and additional language regarding only one-to-one communication should also be considered to avoid even the appearance of an OMA violation)

- Consideration of modifying Council input from 3 minutes to 5 minutes to match public input time requirements.
 - Consideration of additional time for Mayor's remarks and announcements

Next Steps

If the Council wishes to make changes to the Council rules, at Council's direction, staff will prepare a resolution to incorporate any revisions.

Attachments

Resolution No. 2021-01-003R

Originated by: Darcy E. Sandefur, City Clerk

RESOLUTION NO. 2021-01-003R

**A RESOLUTION AMENDING THE CITY COUNCIL AND COMMITTEE
OF THE WHOLE RULES**

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

WHEREAS, Illinois Municipal Code Section 3.1-40-15 (65 ILCS 5/3.1-40-15) authorizes the City Council to determine its own rules of proceeding; and

WHEREAS, heretofore, the City Council has adopted certain rules governing the proceedings of the City Council and Committee of the Whole; and

WHEREAS, on December 16, 2019, the City Council passed Resolution No. 2019-12-055R to amend such rules of proceeding; and

WHEREAS, the City Council, after due consideration, finds that further amending these rules as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City's government and affairs.

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

Section 1.

The City Council's and Committee of the Whole's Rules, as approved by Resolution No. 2019-12-055R on December 16, 2019, are hereby amended and superseded, and as amended shall read as follows:

Rule 1. Agenda Preparation

The City Clerk shall create a written agenda for each City Council and Committee meeting and such agendas shall be prepared in accordance with the Open Meetings Act. Items shall be placed on the printed agenda for any City Council or Committee meeting in any of the following ways:

- (a) City Council Meetings: Any item, whether or not such item requires final action by the City Council, shall be placed on the City Council's meeting agenda:
 - i. at the request of the Mayor or two or more Council members; or
 - ii. by an affirmative vote by the Committee to move an item forward to the City Council.
- (b) Committee Meetings: Any item, whether or not such item requires an action to place it on the

City Council's agenda for final action as provided in Subsection (a)ii of this Rule, shall be placed on a Committee meeting agenda at the request of:

- i. the Mayor; or
- ii. the person who will chair the Committee meeting at which such item is to be considered; or
- iii. one or more members of the Committee.

Notwithstanding the foregoing, if an agenda item previously appeared on a Committee agenda was discussed by the Committee, but no other action was taken, such item may be placed on a subsequent Committee agenda at the request of two members of the Committee.

Rule 2. Order of Meetings

No Committee of the City Council shall meet on a day and prior to when a regular City Council meeting is scheduled to occur. However, a special City Council meeting may be convened on the same day and prior to a regularly scheduled Committee meeting. Nothing in the foregoing shall be deemed or construed to prohibit the convening of a special City Council meeting to consider and take action on a matter which, if not attended to, may or will threaten human life, health, safety, or welfare or property or where time is of the essence regarding the City Council's consideration of or final action on one or more matters.

Rule 3. Council & Committee Input & Communications

Councilmembers will have the opportunity to provide input, responses, and communications pursuant to the following rules. Council Input and Communications shall follow the Public Input and Presentations portion of each City Council meeting, and Committee Input and Communications shall be the last agenda item at Committee meetings.

- (a) Chairs will ask for Council comments/announcements and recognize Councilmembers as they ask to be recognized for comments/announcements.
- (b) Councilmembers are limited to three (3) minutes for comments/announcements.
- (c) Each Councilmember shall be limited to speaking once until all others have had an opportunity to speak.
- (d) After each Councilmember has been given an opportunity to speak, Councilmembers will be recognized if they ask to speak and be allowed a single thirty (30) second response or comment.
- (e) Topics considered appropriate are as follows:
 - i. Responses to past or current public concerns.

- ii. Topics of concern regarding City business or operations.
- iii. Announcements of Ward specific or community events.

Rule 4. Debate Limits

- (a) No discussion or debate shall proceed on any action item on the City Council's agenda unless and until the action item has received a motion to approve followed by a second to that motion. However, the immediate aforesaid rule shall not apply to items appearing on Committee agendas.
- (b) At all meetings of the City Council and a Committee, whether regular or special, each member of the corporate authorities and the Committee, as the case may be, shall be limited to speaking only twice on each agenda item, and not more than three (3) minutes each time. The Mayor and the Chair of the Committee may provide information and clarification regarding agenda items and other issues and topics of discussion as they arise as well as participate in discussion and debate on the same. In order for the Mayor and the Chair of the Committee to participate in discussion and debate, they shall yield the chair to a Council or Committee member, as the case may be.
- (c) Nothing in Subsections (a) and (b) of this Rule shall be deemed or construed as limiting the amount of time in which a member of the corporate authorities or a Committee, as the case may be, may ask questions of a member of the public, City staff, or other person who is scheduled or who has requested to present information on an agenda item or, in the case of public input, on any matter presented during the public input portion of the meeting.
- (d) The City Council, the Committee of the Whole, and other City Council Committees composed solely of the corporate authorities may, by a majority vote of the members thereof, extend or otherwise alter the debate time limits provided in this Rule.

Rule 5. Draft Resolutions and Ordinances Presented by Council and Committee Members

In those instances where a Council or Committee member seeks adoption of a resolution or an ordinance and has a draft document, said member shall provide a copy of the same to the City Clerk who will include it in the meeting packets for distribution to Council or Committee members, as the case may be, and post it on the appropriate meeting website. Optionally, the member may ask the Clerk to forward the item to appropriate staff for a specified level of review and editing. For topic title inclusion on the agenda and materials provided in packets, members may consult the City Clerk's schedule.

Rule 6. Appointments

All appointments to City commissions, boards and task forces, and all appointments of non-Civil Service City Officers shall be submitted, in writing, and with vita, to the City Council with the regular distribution of the agenda and other materials prior to the City Council meeting at which said appointments are to be acted upon. The requirement for inclusion of vita shall not apply to reappointments to City commissions, boards and task forces or to reappointments of non-Civil Service City Officers.

Rule 7. Committee of the Whole Chair

- (a) The Chair of the Committee of the Whole position shall rotate among the Council members of each Ward in numerical order of such Wards beginning after the swearing in of Council members following a City Council election with Ward 1 and following through Ward 7. The Vice-Chair shall be the Council member of the Ward that bears the next highest number, except Ward 1 shall follow Ward 7.
- (b) The Chair shall be in office from the time of adjournment of that Council meeting which precedes the Committee meeting for which the Chair shall serve and shall continue through adjournment of the subsequent City Council meeting. The Vice-Chair shall be in office only during a meeting where the scheduled Chair is not in attendance, where the Chair relinquishes to enter debate, or as delegated by the Chair.
- (c) The Committee of the Whole shall not be bound or limited by Robert's Rules of Order with respect to propriety of motions that can be made. Any parliamentary motion that would be in order at a regular City Council meeting shall be in order at a meeting of the Committee of the Whole.
- (d) Since the Committee of the Whole is not vested with authority to take final action, all proposed motions, resolutions and ordinances that receive a second shall be voted upon by voice vote. If it is unclear as to the tally of votes by voice vote, then the Chair shall call for a vote by a show of hands.

Rule 8. Time Limits for Presentations Made at the Invitation of City Council or a Committee

Presentations made at the request or invitation of the City Council or a Committee, as the case may be, shall be limited to no more than ten (10) minutes per presentation regardless of the number of individuals who respond to the request or invitation. The City Council or the Committee, by a majority vote of their respective members, may extend the time limits provided

in this Rule for a specified additional amount of time.

Nothing herein shall be deemed or construed as amending or modifying Urbana City Code, Section. 2-4. - Public meetings, concerning time limitations for addressing the City Council or a Committee during the public input portion of their respective meetings.

Rule 9. Observance of Rules

Unless directed otherwise, all City Council Committees composed solely of the corporate authorities shall follow the procedures set forth in these Rules. These Rules are adopted to expedite the transaction of the business of the City Council in an orderly fashion during City Council and Committee meetings and are deemed to be procedural only. The failure to strictly observe such Rules by the City Council or a Committee shall neither affect the jurisdiction of these public bodies nor invalidate any action taken by any of them at a meeting that is otherwise held in conformity with law.

Section 2.

Nothing in this Resolution shall be deemed, construed, or interpreted as invalidating or affecting any resolution, ordinance, or other action heretofore approved by the City Council.

Section 3.

This Resolution shall be in full force and effect from and after its passage.

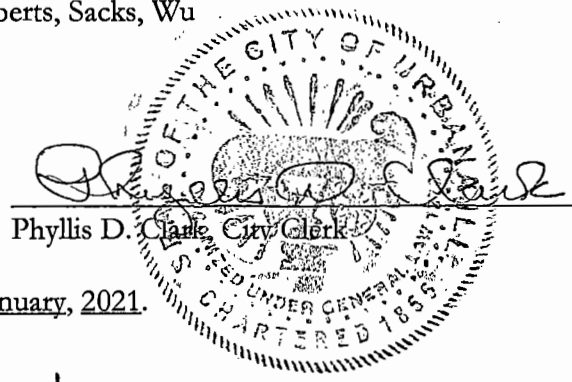
This Resolution is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED BY THE CITY COUNCIL this 25th day of January, 2021.

AYES: Brown, Colbrook, Hursey, Miller, Roberts, Sacks, Wu

NAYS:

ABSTENTIONS:



Phyllis D. Clark
Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this 27th day of January, 2021.

Diane Wolfe Marlin
Diane Wolfe Marlin, Mayor