
DATE: Tuesday, December 02, 2025
TIME: 12:30 PM
PLACE: 706 South Glover Avenue Urbana, IL 61802

AGENDA

- A. Call to Order and Roll Call**
- B. Approval of Minutes of Previous Meeting**
 - [1.](#) March 4, 2025 Meeting Minutes
- C. Public Input**
- D. Unfinished Business**
- E. New Business**
 - [1.](#) 2026 Meeting Schedule
 - [2.](#) New Stop Signs and Speed Limit Signs in Beringer Commons
 - [3.](#) No Parking on Vine Street (Pell Circle to Florida Avenue)
 - [4.](#) Stop Signs on High Street at Grove Street and Anderson Street
- F. 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@urbanailinois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be 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>.

incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

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

Verbal Input

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

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

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

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

Accommodation

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

- Phone: 217.384.2366

- Email: CityClerk@urbanillinois.us



CITY OF URBANA TRAFFIC COMMISSION

DATE: March 4, 2025
TIME: 12:35 PM
PLACE: 706 South Glover Avenue, Urbana, IL 61802

UNAPPROVED MINUTES

Members Present: Dave Smysor, John Zeman

Members Absent: Chaundra Bishop

Others Present: Alexis Moore

A. Call to Order and Roll Call

John Zeman called the meeting to order at 12:35 pm. Roll call was taken. A Quorum of Members was present.

B. Approval of Minutes of Previous Meeting

1. December 2024 Meeting Minutes

Dave Smysor motioned to approve the minutes, John Zeman seconded. Motion approved with a unanimous vote.

C. Public Input

None

D. Unfinished Business

None

E. New Business

1. No Parking on Harding Drive at Steer Place

Chief Dade of the Urbana Fire Department raised a concern regarding the on-street parking in front of Steer Place (1202 E Harding Dr), a multi-story apartment building. He originally requested temporary no parking signs to be placed while there is construction taking place. This allows the Fire Department the ability to use their equipment and apparatus on-site. In February 2025, John Zeman, as City Engineer, obtained concurrence from the Police Chief's designee, Dave Smysor, to install temporary no parking signs as requested. After discussing the request further with Chief Dade, John Zeman determined that permanent no parking in front of Steer Place would be more appropriate than a temporary regulation. The Fire Department's ladder trucks have difficulty driving on the Steer Place access drive without scraping their undercarriage. A ladder truck needs to extend their outriggers in order to reach the upper floors of the six-story apartment building, and there is not sufficient room on Harding Drive if on-street parking is allowed on both sides of the street. John will propose to City Council to have a "No Parking" sign from the East end of the parkway to the West end, installed permanently. Dave Smysor motioned to support "No Parking" signage in front of Steer place on E Harding Dr. (north side of the street), permanently. John seconded. Motion approved with unanimous vote.

F. Adjournment

The meeting adjourned at 12:41 p.m.



URBANA TRAFFIC COMMISSION MEETING CALENDAR

Location: **Engineering Conference Room, Second Floor**
 Urbana Public Works Department
 706 South Glover Avenue
 Urbana, Illinois 61802

Dates: **First Tuesday of the last month of the quarter**

2026

03/03/2026 – 12:30 p.m. Regular Meeting

06/02/2026 – 12:30 p.m. Regular Meeting

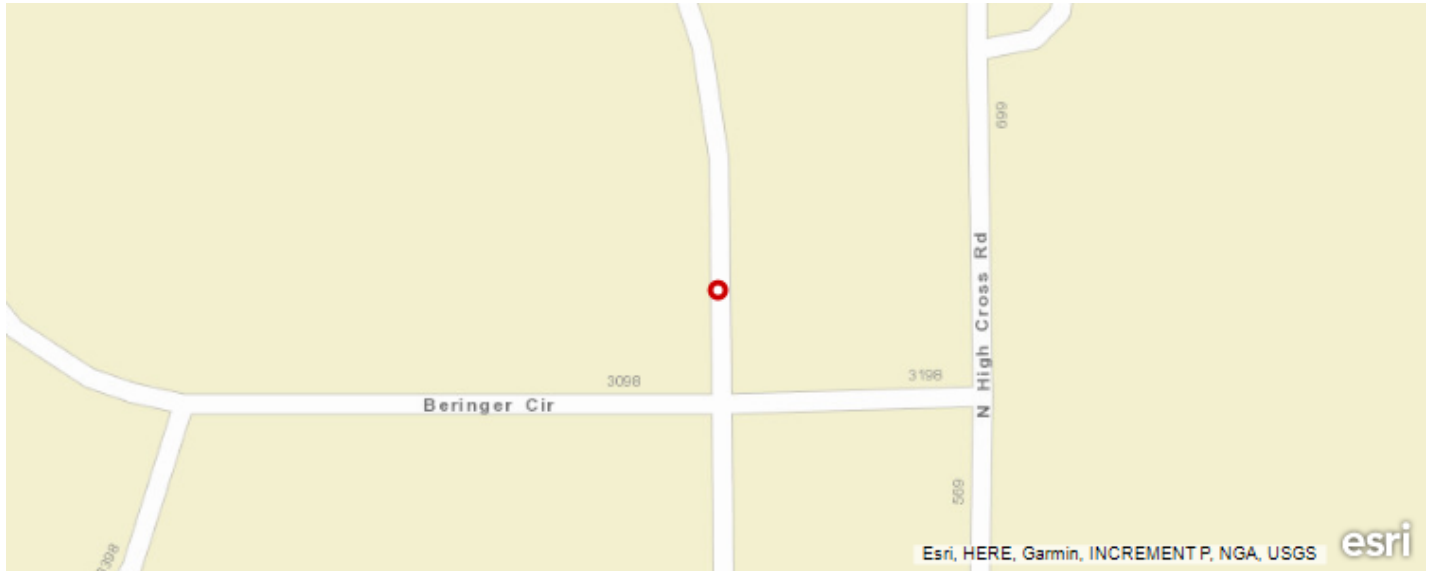
09/01/2026 – 12:30 p.m. Regular Meeting

12/01/2026 – 12:30 p.m. Regular Meeting

Request Detail

Request ID	Issue	Location	Status	Owner	Department
1049	Traffic Concern	Beacon Hill Cir	Open	Maishah Alin	PW-Engineering

Description Due to the construction of additional housing in the area, she is requesting 4 additional stop signs be placed at the following locations:
 Both ends of Clarion St - Clarion & Abbey and Clarion & Beringer
 1 on Beacon Hill
 1 at Beacon Hill & Haven



Requester Information

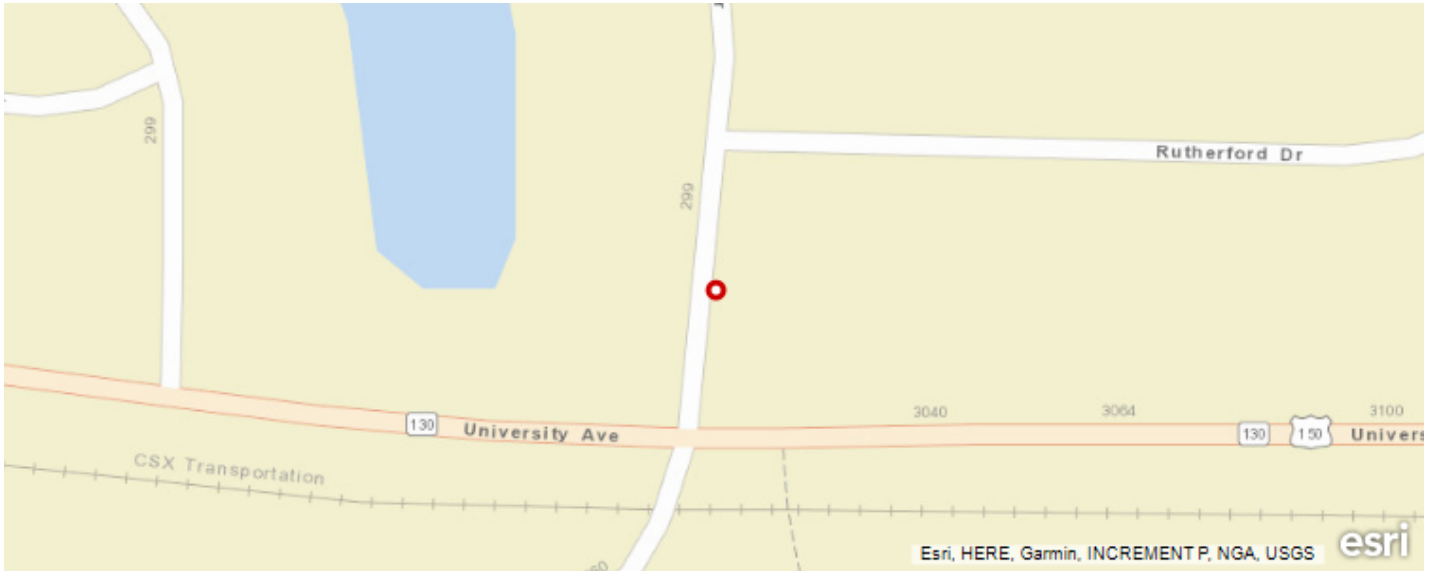
Name	Phone	Observed	Notes
Lori Martinsek		5/7/2025	

Task Information

Task ID	Activity	Asset	Priority	Status	Total Cost
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Request Detail

Request ID	Issue	Location	Status	Owner	Department
909	Traffic Concern	Slayback Road	Open	Maishah Alin	PW-Engineering
Description We would like to add 4 speed limit signs for 25 Miles/Hour in Beringer Commons on the medians at the entrances of Beringer and Abby; the entrance from High Cross Road on Beringer; and the entrance on Slayback and Beringer					



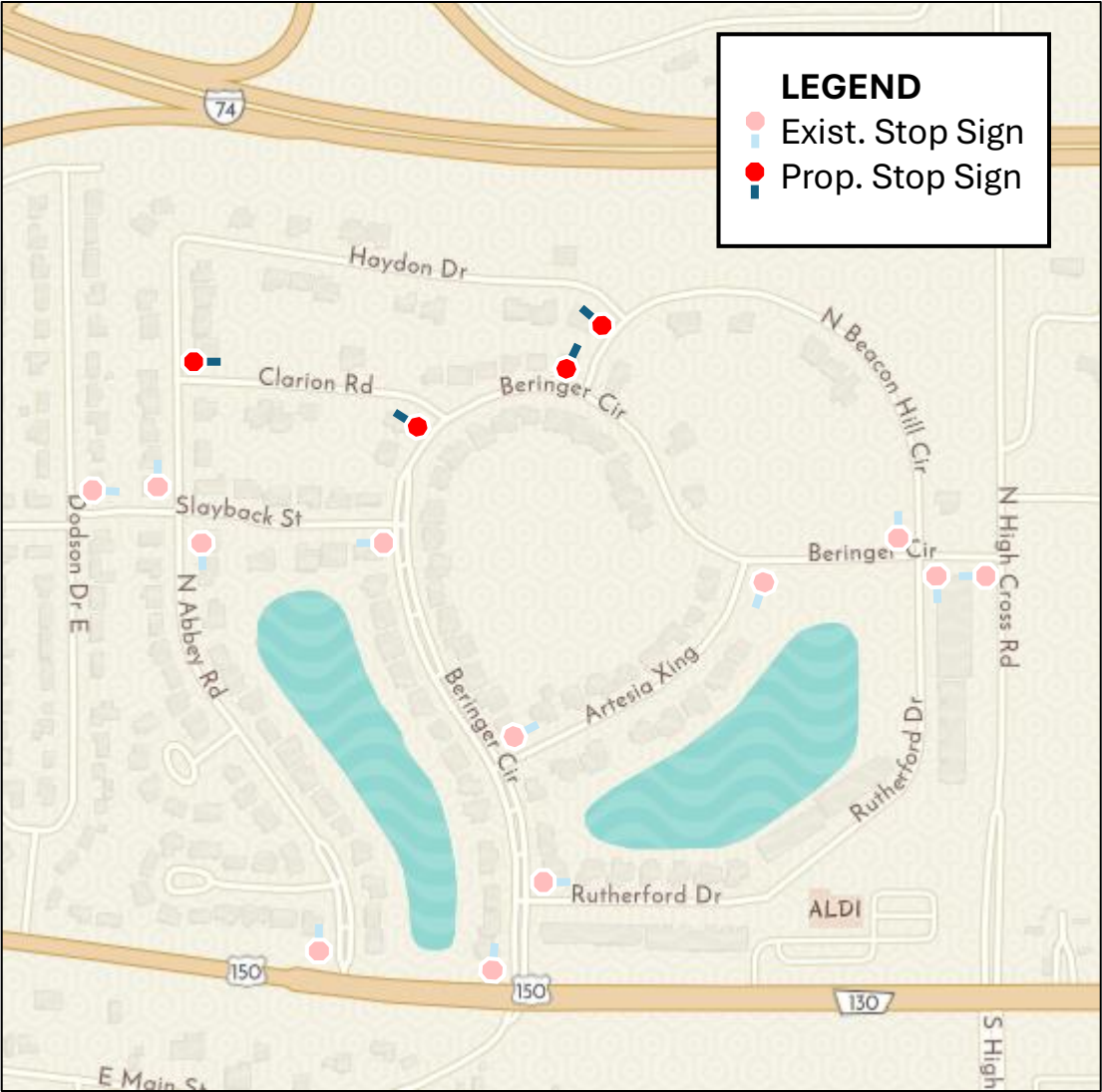
Requester Information

Name	Phone	Observed	Notes
Lori Martinsek		4/10/2025	

Task Information

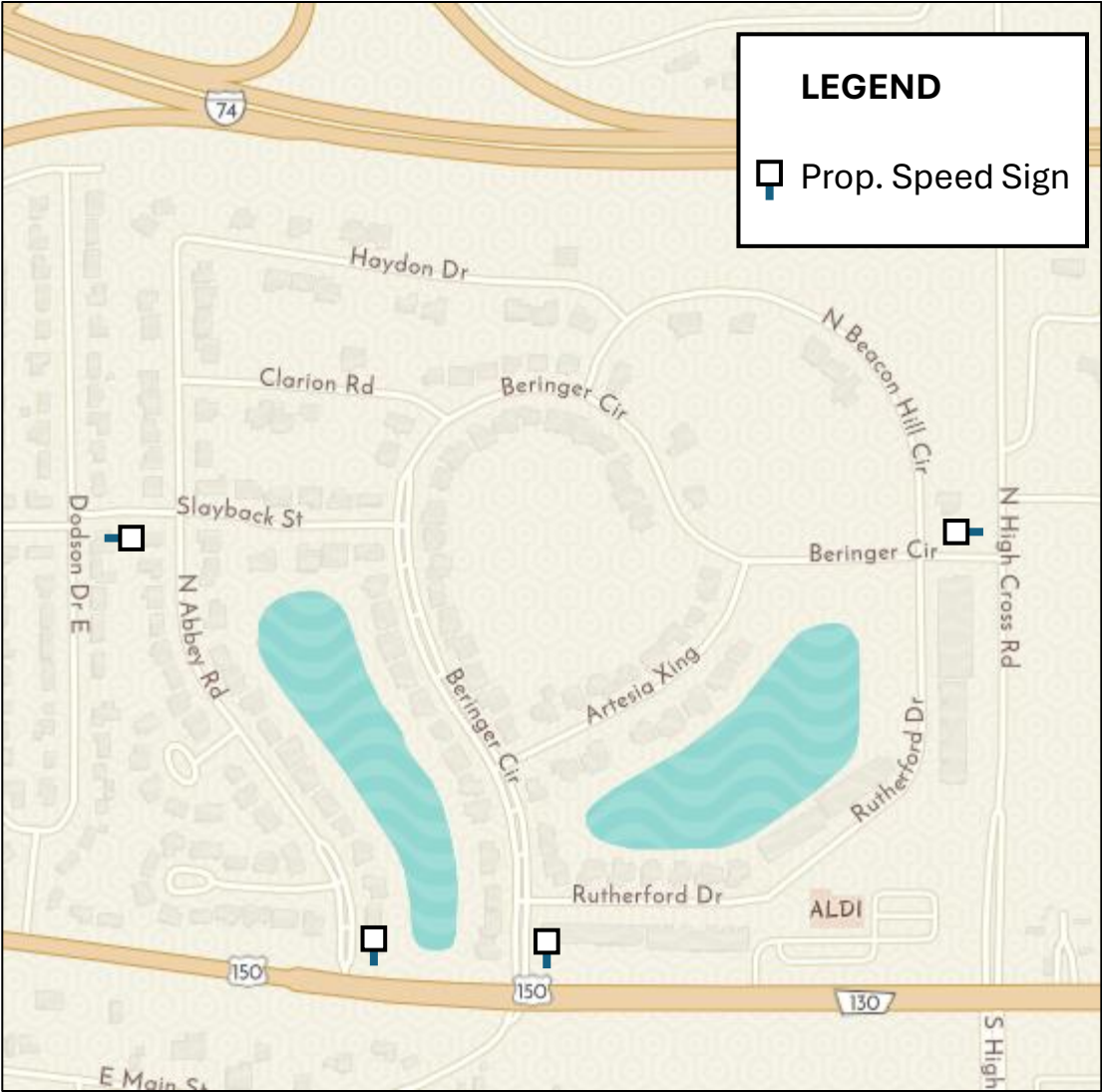
Task ID	Activity	Asset	Priority	Status	Total Cost
20398	Engineering Review	Non-Asset	None	Planned	\$0.00

Traffic Concern, request 909



Traffic Concern, request 1049

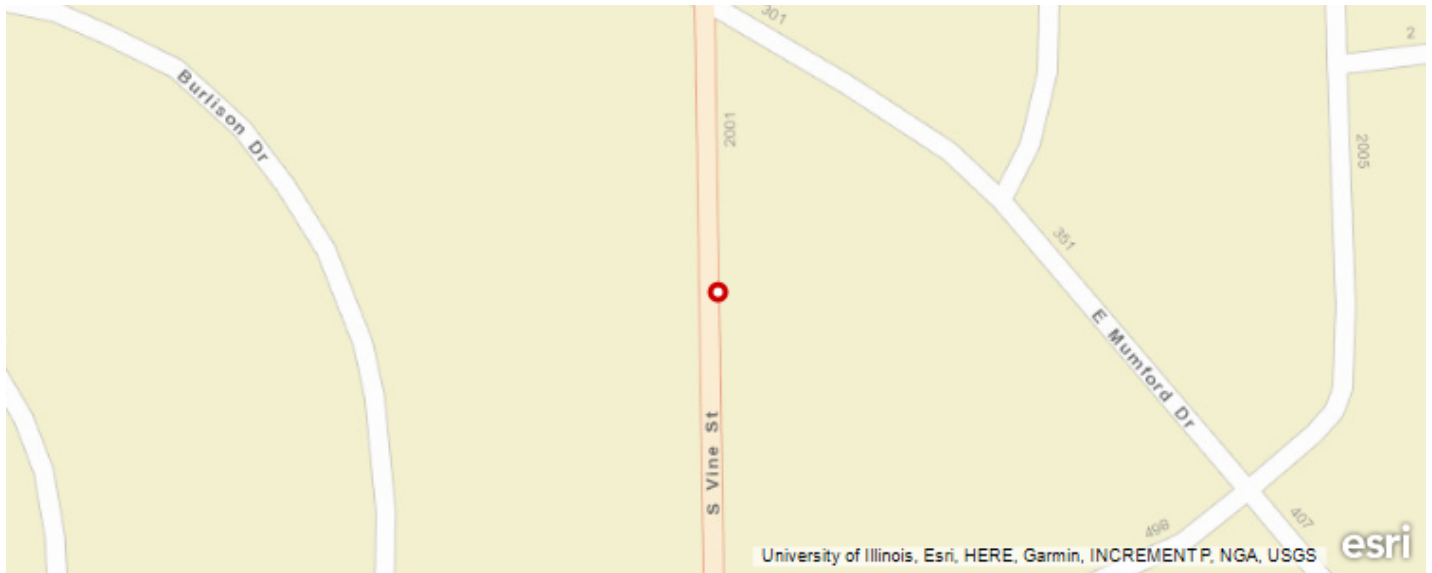
Item E2.



Request Detail

Request ID	Issue	Location	Status	Owner	Department
1956	Traffic Concern	2006	Open	John Zeman	PW-Engineering

Description Email to City Staff:
 I have looked at this a while back, before I was on city council so before 2021, and thought there had been an entry that listed no parking on both sides of Vine Street from Florida to George Huff. There are no parking signs on both side of the street for this stretch. I want to ask the Traffic Commission to extend the no parking on both sides to Holmes Street because Vine narrows about 200' North of Holmes, and is the same width from there to Florida. Although the street is wider from Holmes to McHenry, it also curves, so intend to ask them to consider eliminating parking on one or both sides there as well.



Requester Information

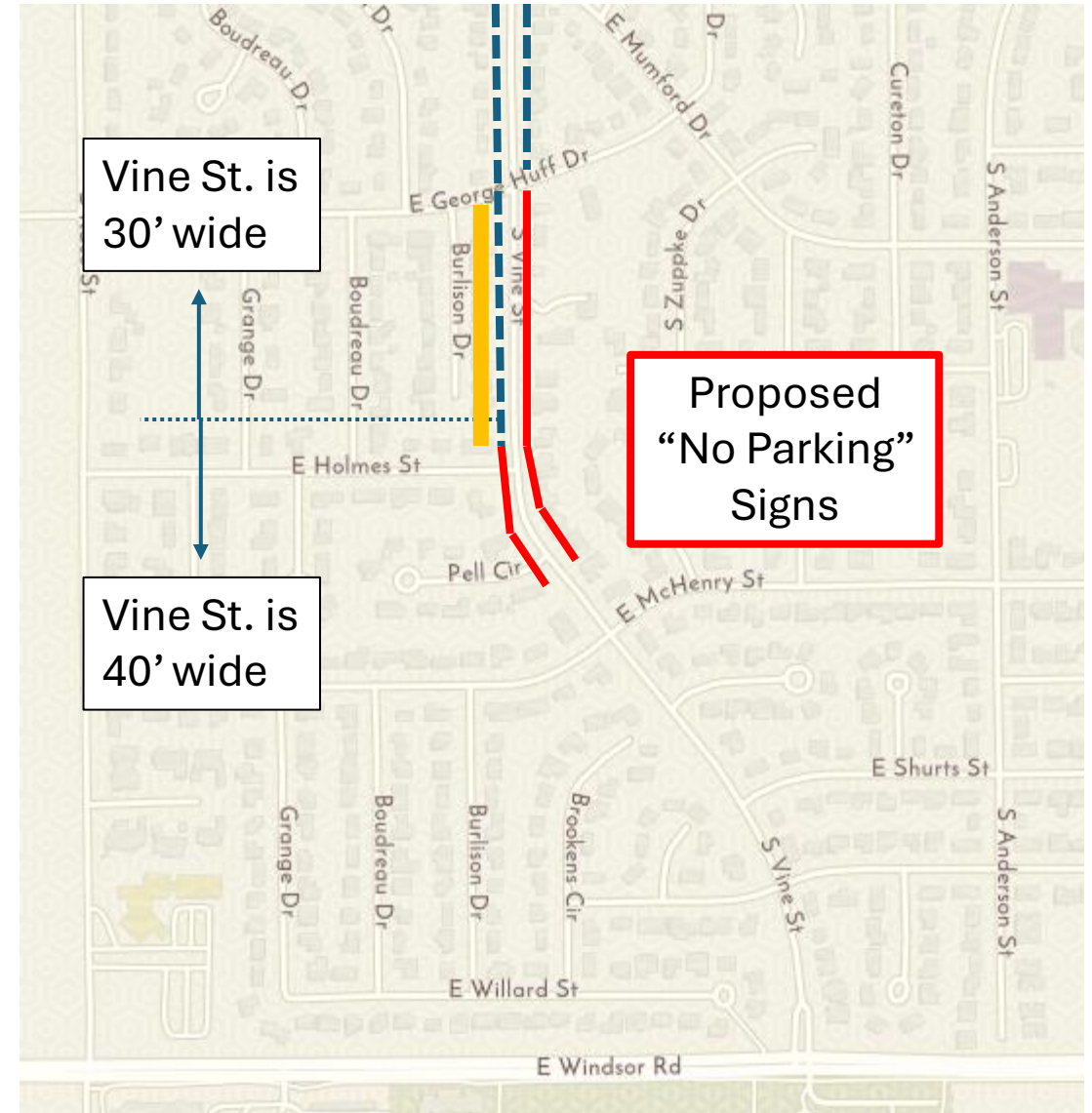
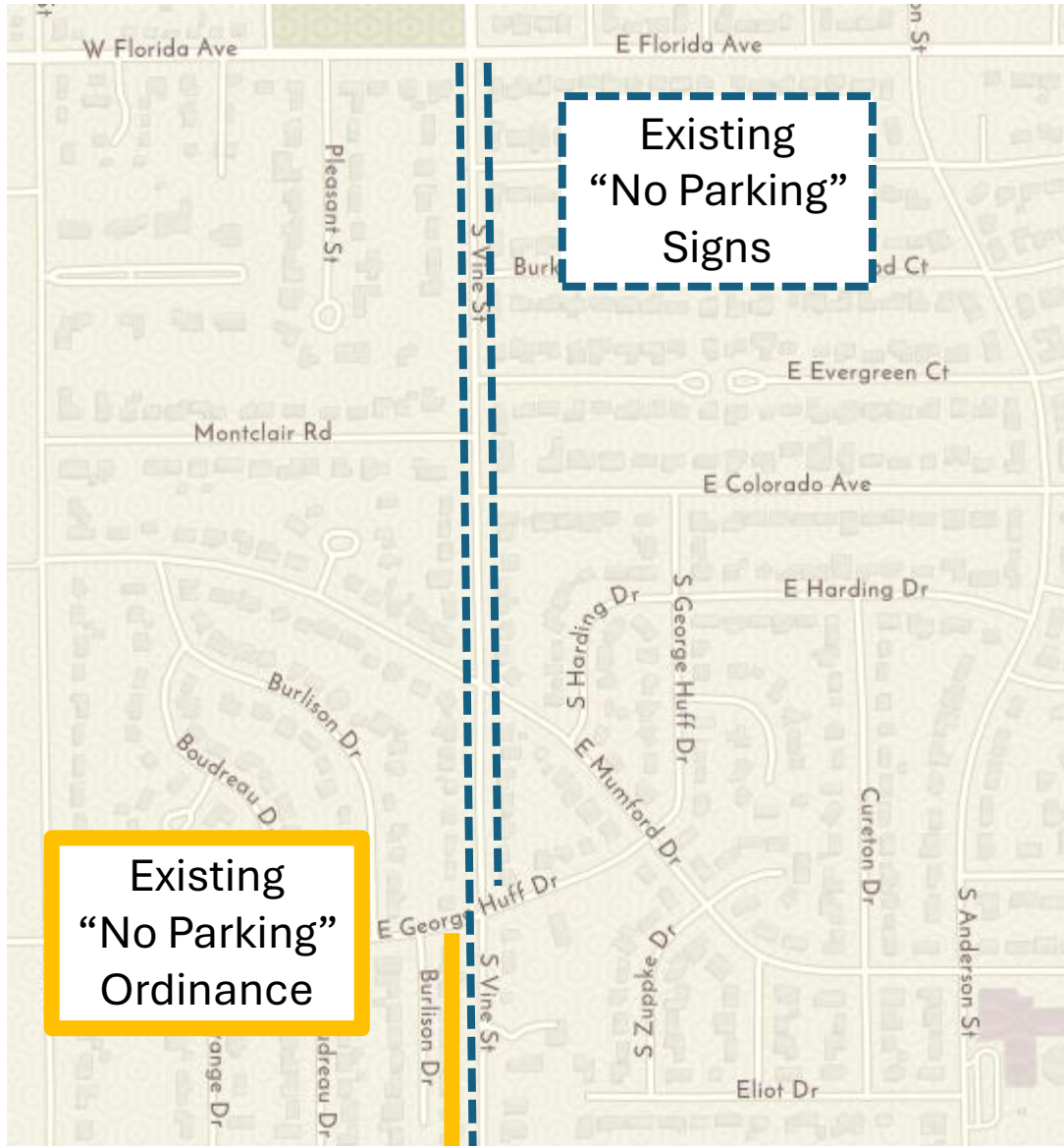
Name	Phone	Observed	Notes
James Quisenberry		10/7/2025	

Task Information

Task ID	Activity	Asset	Priority	Status	Total Cost
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Traffic Concern, request 1956

Item E3.



Request Detail

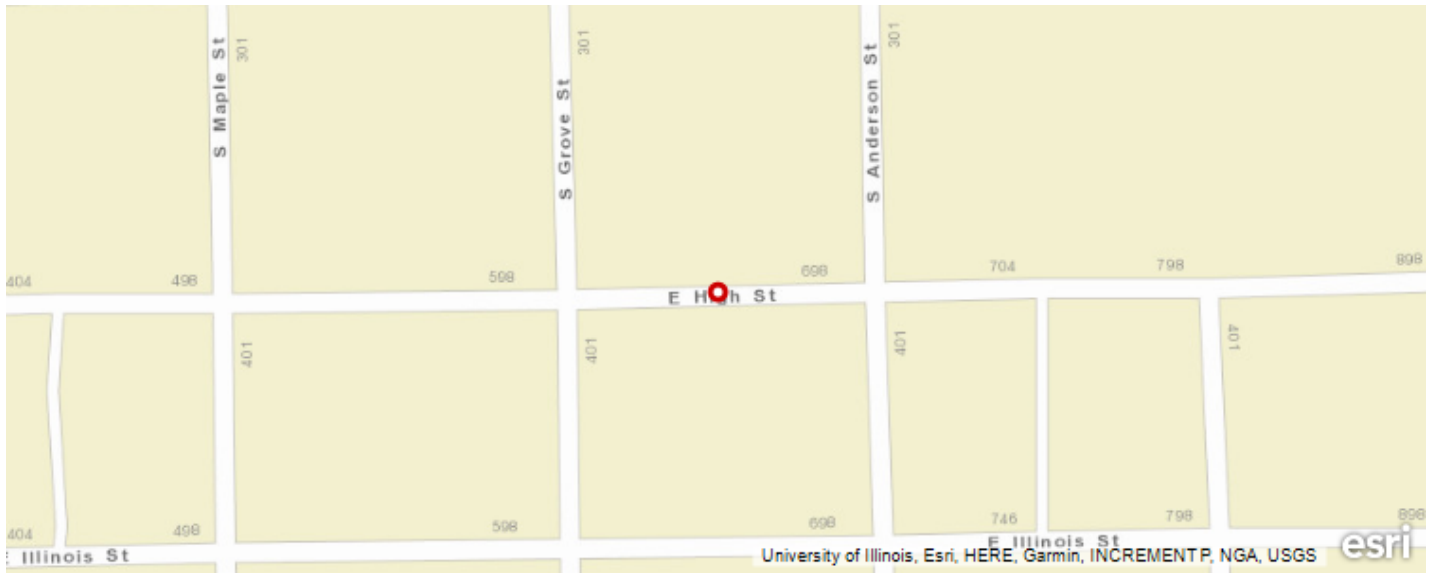
Request ID	Issue	Location	Status	Owner	Department
1955	Traffic Concern	604	Open	John Zeman	PW-Engineering

Description

Email to Traffic Commission:

A recent traffic accident at S. Anderson and E. High St. (Oct.20, 2025) has brought concerns to neighbors. [case U25-20624]. The concern (besides resulting property damage to 608 1/2 E. High Street) is the frequency we see drivers South or Northbound) fly through YIELD signs along E. High St. Our neighbors request that we come before the Traffic Commission to address these concerns.

Review the intersections of High with Grove and Anderson for stop sign warrants.



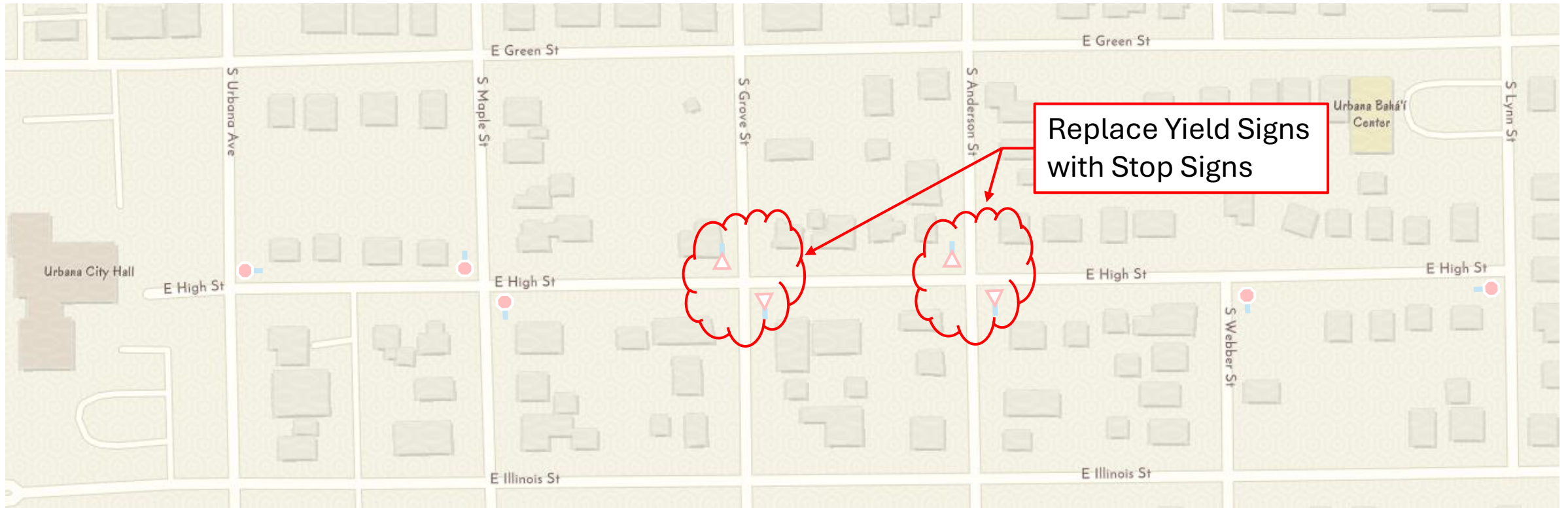
Requester Information

Name	Phone	Observed	Notes
Dennis Roberts		11/3/2025	

Task Information

Task ID	Activity	Asset	Priority	Status	Total Cost
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Traffic Concern, request 1955

**LEGEND**

- Exist. Stop Sign
- ▼ Exist. Yield Sign