



DATE: Monday, January 05, 2026
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
 - 1. 11-17-2025 City Council Special Meeting Minutes
 - 2. 11-17-2025 Committee of the Whole Meeting Minutes
 - 3. 11-24-2025 City Council Meeting Minutes
 - 4. 12-08-2025 City Council Special Meeting Minutes
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. **Committee of the Whole** (*Council Member Jaya Kolisetty, Ward 4*)
 - 1. Consent Agenda
 - 2. Regular Agenda
 - a. **Resolution No. 2025-12-094R:** A Resolution Approving an Increase in the Number of Liquor License in the Class INC Designation for Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue, Suite 100, Urbana, Ill. – Exec
- H. Reports of Special Committees
- I. Reports of Officers
- 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



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

Meeting: December 15, 2025, Committee of the Whole Meeting
Subject: Increasing the Number of Class INC Liquor Licenses for Champaign-Urbana
 Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue,
 Suite 100

Summary

Action Requested

City Council is asked to approve the attached resolution that would increase the number of Class INC liquor licenses in the City of Urbana.

Brief Background

Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia has applied for a Class INC (Incubator) liquor license for their establishment located at 302 North Broadway Avenue, Suite 100.

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 INC license is a temporary liquor license designed for business concepts that do not fit within an existing license category. Applicants must submit a full liquor license application and a detailed business plan describing their operations and the need for the license. Once issued, the license is valid for up to 180 consecutive days and may be renewed one time for an additional 180 days if the renewal request is submitted at least 30 days prior to expiration. Use of a Class INC license may not exceed 360 days in total. The license provides an opportunity to test a new concept and, if successful, may inform the creation of a permanent licensing classification.

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 Class INC liquor license for Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue, Suite 100.

Next Steps

If the attached resolution is approved, the Deputy Local Liquor Commissioner will prepare and issue a Class INC liquor license for Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue, Suite 100, with an expiration date of June 30, 2026.

Attachments

A Resolution Approving an Increase in the Number of Liquor License in the Class INC Designation for Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue, Suite 100, Urbana, Ill.

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

Reviewed: Darius L. White, City Administrator

Approved: DeShawn B. Williams, Mayor/Local Liquor Commissioner

RESOLUTION NO. _____

A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS INC DESIGNATION FOR CHAMPAIGN-URBANA ADVENTURES IN TIME AND SPACE, LLC, D/B/A PARCADIA, 302 NORTH BROADWAY AVENUE, SUITE 100, 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 INC 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 INC designation by one for Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue, Suite 100, 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 INC designation is hereby increased by one for Champaign-Urbana Adventures in Time and Space, LLC, d/b/a Parcadia, 302 North Broadway Avenue, Suite 100, 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