



**DATE:** Monday, June 01, 2026  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
- 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 Christopher Evans, Ward 2*)
  - 1. Consent Agenda
  - 2. Regular Agenda
    - a. **Ordinance No. 2026-04-011:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (July 1, 2026 through June 30, 2027) – HRF
    - b. **Resolution No. 2026-05-020R:** A Resolution Adopting Revised Financial Policies (2026) – HRF
    - c. **Ordinance No. 2026-05-013:** An Ordinance Approving a Preliminary & Final Development Plan for a Planned Unit Development at 413-419 West Main Street (Plan Case No. 2519-PUD-25) – CD
- H. Reports of Special Committees
- I. Reports of Officers
- J. **Mayoral Appointments**
  - 1. ***The Zoning Board of Appeals***
    - Zainab Calcuttawala (term ending June 30, 2031)
- K. Adjournment

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>



## 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](mailto: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](mailto:CityClerk@urbanil.gov)



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 1, 2026, Council Meeting  
**Subject:** An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees

### Summary

#### *Action Requested*

Approve the Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees

#### *Brief Background*

On Monday, April 20, 2026, the City Council reviewed the [proposed Schedule of Fees for FY27](#) and voted to place it on file for public inspection and forward it for final action at the May 26 City Council meeting.

### Discussion

#### *Additional Background Information*

The FY 27 proposed fee schedule was presented to the Committee of the Whole on April 20, 2026. During the meeting, it was noted that staff neglected to strikeout two lines of previous fee information related to special event permits.

After this initial review by the City Council, staff made the strikeout revisions to the special event section of the code and forwarded the proposed Schedule of Fees to the City Clerk's Office and posted it on our website for public inspection and comment. A notice that the schedule was available for review was published in the News-Gazette on April 23, 2026.

The proposed Fee Schedule is attached to the Ordinance, highlighting all proposed adjustments in red, including the additional strikeout to the special event permits.

#### *Fiscal and Budget Impact*

Revision of the fee schedule allows the City to keep pace with the costs of providing the services related to the fees (inspections, enforcement, administrative costs, and sewer maintenance). If these fees are not periodically increased for inflation, the City may be forced to raise property taxes or

other revenue sources to compensate. These fee increases, if approved, will generate approximately \$36,864 for the General Operating Fund, \$65,189 for the Sanitary Sewer Fund, \$127,000 for the Stormwater Utility Fund and \$23,644 for the Parking Fund, for a total of roughly \$252,697 annually.

*Recommendation*

Approve the Ordinance and amended Schedule of Fees.

*Next Steps*

If approved, staff will proceed with implementing changes.

**Attachments**

1. An Ordinance Amending Urbana City Code Chapter 14, Section 14-7, Regarding the Schedule of Fees (July 1, 2026 through June 30, 2027)

Originated by: Kris Francisco, Finance Manager

Reviewed: Elizabeth Hannan, HR & Finance Director / CFO

Approved: Darius White, City Administrator

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

**AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER 14, SECTION 14-7,  
REGARDING THE SCHEDULE OF FEES**

**(July 1, 2026 through June 30, 2027)**

**WHEREAS**, a written copy of the proposed fiscal year 2026 – 2027 Schedule of Fees for the various licenses, permits, fines, and other fees required under the Urbana City Code was filed with the City Clerk at least 30 days prior to this date; and

**WHEREAS**, the City Clerk has provided a copy of such proposed schedule to each member of the City Council, has made such schedule available for public inspection or copying, and has given notice of the availability of such proposed schedule for inspection by publication of a notice of such in a newspaper of general circulation in the City at least 14 days prior to this date.

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

**Section 1.**

Urbana City Code Chapter 14, “Licenses and Permits,” Section 14-7, “Schedule of Fees,” is hereby amended with the underlined text indicating new language and the strikethrough text indicating deletions as set forth in the Schedule which is attached hereto and incorporated herein by reference.

**Section 2.**

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

**Section 3.**

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

**Section 4.**

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect on and after July 1, 2026.

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

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

AYES:

NAYS:

ABSTAINED:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

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

\_\_\_\_\_  
DeShawn B. Williams, Mayor

**SCHEDULE OF FEES - EFFECTIVE JULY 1, 2025-2026 , UNTIL CHANGED**

Item a.

The following fees are applicable for the respective licenses, permits, fines, and other fees required under the Code of Ordinances, City of Urbana, Illinois, or as otherwise established by law.

**(A) LIQUOR LICENSES - REFER TO LIQUOR LICENSE CLASSIFICATIONS AND FEES SCHEDULE**

**(B) GENERAL**

1. Fire Prevention Permits:

(a) Non-Hazardous Material Facilities:

Criteria (Square Feet)	Fee
0 – 50,000 .....	\$ <del>460</del> <u>170</u> .00
50,001 – 100,000 .....	\$ <del>225</del> <u>240</u> .00
100,001 – 250,000 .....	\$ <del>315</del> <u>330</u> .00
250,001 – 500,000 .....	\$ <del>380</del> <u>400</u> .00
Greater than 500,000.....	\$ <del>475</del> <u>500</u> .00

(b) Hazardous Material Facilities:

1. Products that have known hazards and can be handled with essentially the equipment on the fire apparatus (flammable liquids).The permit fee shall be ~~three hundred sixtyfour hundred~~ dollars (~~\$380~~400.00).
2. Products that can be handled with essentially the equipment on the fire apparatus, but have low health hazard concerns for responders (Perchloroethylene) or small quantities of multiple products with similar hazards (flammable and combustible liquids). The permit fee shall be four hundred ~~eighteen sixty~~ dollars (~~\$440~~460.00).
3. Small quantities of multiple products and multiple hazard products (flammable with low health hazard) or large quantities of a product that responders are familiar with and can be handled with essentially the equipment on the fire apparatus. The permit fee shall be ~~four hundred eightyfive hundred thirty~~ dollars (~~\$505~~530.00).
4. Products that can be handled with essentially the equipment on the fire apparatus, but have additional hazards for the responder (LP and cylinder), moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel,

etc.) or large quantities of a product that responders are less familiar with, but can be handled with essentially the equipment on the fire apparatus. The permit fee shall be five hundred ~~thirty-nine~~ninety-five dollars (~~\$565~~595.00).

5. Large quantities of a product that responders are familiar with, have additional hazards, but can be handled with essentially the equipment on the fire apparatus. Moderate quantities of products with hazards that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.) or large quantities of a product that responders are familiar, but are spread throughout a building, multiple buildings and/or equipment. The permit fee shall be ~~five hundred ninety-eight~~six hundred sixty dollars (~~\$630~~660.00).
  6. Moderate quantities of products with moderate health hazard that would require additional equipment for proper mitigation (special equipment, additional personnel, etc.). Large quantity of products spread throughout a large facility in small amounts, small quantity of high hazard material, extremely large quantity of a product or small quantity of moderate products spread throughout a large facility with additional hazards concerns (compressed gases). The permit fee shall be seven hundred ~~seventeen-ninety~~ dollars (~~\$750~~790.00).
  7. Moderate quantity of an extremely hazardous substance (EHS requiring MABAS Response with possible evacuation concerns). Extremely large quantity of a product that has known hazards and can be handled with essentially the equipment on the fire apparatus (bulk storage facilities), or large quantity of compressed gas cylinders with various hazard levels. The permit fee shall be ~~eight hundred thirty-eight~~nine hundred twenty-five dollars (~~\$880~~925.00).
  8. Extremely large quantities of products that have known hazards and can be handled with essentially the equipment on the fire apparatus, but due to location may require substantial evacuation concerns (bulk storage facilities in close proximity to a residential area). Large quantities of multiple extremely hazardous substances, extremely large quantities of an extremely hazardous substance, or extremely large quantities of multiple extremely hazardous substances. The permit fee shall be one thousand ~~seventeen-one hundred twenty-five~~ dollars (~~\$1,070~~1,125.00).
- (c) An initial late fee of sixty dollars (\$60.00) shall be added for the first thirty (30) days and sixty dollars (\$60.00) shall be added for every thirty (30) days or portion thereof, that such permit fee remains unpaid.

2. Fire Department Fees:

- (a) Excessive False Alarm Penalty: (see Section F-401.5.2 of the International Fire Code, as amended).....\$ ~~525~~550.00
- (b) File Research Property Information Audit..... \$ 55.00
- (c) Non-Resident Reimbursement Fire Rescue Service Fees:
  - 1. Per apparatus .....\$ ~~285~~300.00/hr
  - 2. Per firefighter.....\$ 80.00/hr
  - 3. Minimum fee (1 hour apparatus/staff) .....\$ ~~285~~300.00
- (d) Fireworks Display .....\$ ~~460~~170.00
- (e) Fire Watch Services
  - 1. Per apparatus .....\$ ~~285~~300.00/hr
  - 2. Per firefighter.....\$ 80.00/hr
  - 3. Minimum fee (1 hour apparatus/staff) .....\$ ~~285~~300.00

3. Food Handling Licenses:

- (a) \*Food Handling Establishment.....\$ 87.00
- (b) \*Food Handling Mobile Dispenser .....\$ 87.00
- \*Per IGA with CUPHD this fee will not change for 5 years starting 2/2025*
- (d) Sidewalk Café Initial, adjacent premises .....\$ 60.00
- (e) Sidewalk Café Renewal, adjacent premises .....\$ 30.00

Sidewalk Café license renewals not filed by January 1<sup>st</sup> shall be double the current license fee.

4. Miscellaneous:

- (a) Vehicles for Hire:
  - 1. Driver's License Annual Fee .....\$ 55.00
  - Duplicate License .....\$ ~~40~~15.00
  - Late Licensing Fee (renewals after October 25<sup>th</sup>).....\$ 30.00
  - 2. Business License Annual Fee.....\$ ~~275~~290.00
  - Duplicate License .....\$ 15.00
  - Late Filing Fee (plus \$10.00 per day after October 25<sup>th</sup>).....\$ 60.00
  - 3. Vehicle Registration Fee (per vehicle) .....\$ 85.00
  - Replacement Registration (plate/sticker) .....\$ 20.00
  - Transfer Vehicle Registration.....\$ 20.00

4. A late filing fee of seventeen dollars (\$17.00) shall be added for each day that certificate of vehicle inspection, certificate of insurance or state vehicle registration is filed after stated due date.

5. Pedal Bus Business License Fee (up to 2 pedal buses).....	\$	220235.00
Pedal Bus Additional Registration Fee (per pedal bus).....	\$	55.00
Duplicate License .....	\$	15.00
Late Filing Fee (plus \$10.00 per day after March 25 <sup>th</sup> ).....	\$	30.00

(b) Amusement devices:

1. For each amusement device.....	\$	135145.00
2. For game rooms .....	\$	1,5851,665.00
(twenty (20) or more devices in the same location)		

(c) Raffles:

1. Total retail value of all prizes or merchandise to be awarded exceeds twenty-five thousand dollars (\$25,000.00).....	\$	175.00
2. Total retail value of all prizes or merchandise to be awarded exceeds five thousand dollars (\$5,000.00) but does not exceed twenty-five thousand dollars (\$25,000.00) .....	\$	35.00
3. Total retail value of all prizes or merchandise to be awarded does not exceed five thousand dollars (\$5,000.00).....	\$	20.00

(d) Relocator Registration Fee:

1. Initial .....	\$	65.00
2. Renewal .....	\$	35.00

~~3.~~ Relocator license renewals not filed by July 1<sup>st</sup> shall be double the current license fee.

(e) Domestic Partnership:

1. Registration .....	\$	40.00
2. Termination.....	\$	30.00

(f) Returned check charge ..... \$ 35.00

(g) Live Scan fingerprinting fee:

1. 1 – 2 prints .....	\$	55.00
2. 3 or more prints .....	\$	20.00 each

(h) Urbana Enterprise Zone Fees: The combined Enterprise Zone fees for a single project may not exceed fifty thousand dollars (\$50,000.00).

- 1. Application for a Sales Tax Exemption Certificate: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated new construction material costs, with a maximum of fifty thousand dollars (\$50,000.00).
  - a. Application with estimated new construction material costs less than five thousand dollars (\$5,000.00).....\$ N/C
- 2. Application for a Property Tax Abatement: *(Beginning FY25, 5-yr increase schedule)*
  - a. Five (5) Year Abatement.....\$ 271.00
  - b. Six (6) Year Abatement.....\$ 651.00
  - c. Seven (7) Year Abatement .....\$ 759.00
- 3. Application for an Enterprise Zone Boundary Amendment: five dollars (\$5.00) per one thousand dollars (\$1,000.00) or a fraction thereof of estimated new construction material costs, with a maximum of fifteen hundred dollars (\$1,500.00).

5. Urbana Public Television Access Fees:

- (a) DVD Creation Charge .....\$ 15.00
- (b) Paid Production Work.....\$ 60.00 per hour

6. Mobile Home Park:

License: Per mobile home site .....\$ 40.00

7 Public Works - Permits/Licenses/Fees:

- (a) Right-of-Way permit:
  - For each location .....\$ **95100.00**
- (b) Right-of-way permit administrative fee.....\$ **285300.00**
- (c) Right-of-Way or alley vacation request .....N/C
- (d) Right-of-Way usage license per square foot.....\$ 0.96
- (e) Erosion Control Permits:
  - 1. Class I – Construction on one acre up to five (5) acres ...\$ **580610.00**  
For each additional acre over five (5) acres .....\$ 30.00
  - 2. Class II – Residential 1 – 2 family construction under one (1) acre  
.....\$ **420130.00**  
Commercial, industrial or other construction under one (1) acre

.....\$ ~~235250~~.00

3. Work without a permit (triple Class II permit fee).....\$ ~~360390~~.00

(e) Non-franchise Utility Maintenance Fee (per lineal foot of utility within the right-of-way) .....\$ 2.35

(f) Special Event Permits:

~~1. \_\_\_\_\_ 1. \_\_\_\_\_ Special Event Permit Application fee (initial, non-refundable)...\$25.00~~

~~2. Low-impact.....Application Fee only  
\*No street closures, primarily in parking lots, private property, or sidewalks, limited attendance, minimal public safety needs~~

~~3. Medium-impact.....Application Fee + \$175.00  
\*May include limited street/lane closures, traffic control, or parking impacts, moderate attendance and public interaction, coordination across multiple departments and external agencies~~

~~4. High-Level.....Application Fee + \$475.00  
\*Resource-Intensive, Significant street closures, traffic detours, or major public safety planning, large attendance or regional draw, extensive coordination with multiple departments and external agencies~~

~~Application fee with street closures.....\$ 271.00~~

~~2. Application fee without street closures.....\$ 108.00~~

(g) Small Cell Wireless Provider Fees:

1. Single facility collocations on existing poles or wireless support structures .....\$ 650.00

2. Multiple facility collocations on existing poles or wireless support structures .....\$ 350.00

3. Single facility collocations on new poles or wireless support structures .....\$1,000.00

4. Small wireless facility annual recurring application fee (per facility) .....\$ 270.00

(All small cell wireless provider fees are regulated by the Illinois Small Wireless Facilities Deployment Act, Public Act 102-0009.) (50 ILCS 840/5) (was 50 ILCS 835/5)

(h) Street Tree Planting

1. Planting of street trees to be furnished and installed by City of Urbana in accordance with Land Development Code/MOP .....\$ ~~500525~~.00

8. Moving Permits:

(a) Permits for buildings or structures to be moved across public streets, alleys, or rights-of-way:

1. Moving buildings (except accessory structures) each twenty-four (24) hour period or part thereof:

(A) Through town or out of town .....\$ 230245.00

(B) To a location inside corporate limits irrespective of its origin.\$345365.00

2. Moving of accessory structures (garages, etc.) for each twenty-four (24) hour period or part thereof ..... \$ 30.00

(b) In addition, the applicant shall pay for any costs accrued by the city for police escort, blocking streets, tree trimming, removal of traffic devices, etc.

(c) The fee for permits for buildings or structures to be moved only across private property and not public right-of-way is set forth in subsection (9) of Section (E) (Buildings and Structures) of this section.

9. Subdivision and Development Applications:

(a) Preliminary plats\*:

1. Per lot ..... \$ 25.00

2. Minimum .....\$ 410430.00

(b) Final plats\* .....\$ 275290.00

(c) Combination preliminary/final plat\*:

1. Per lot ..... \$ 25.00

2. Minimum ..... \$ 400.00

(d) Minor plat\* .....\$ 220230.00

(e) Waiver when not part of a subdivision application.....\$ 220230.00

(f) Planned unit development: (Champaign County & City)

1. Preliminary.....\$ 410430.00

2. Final .....\$ 300315.00

3. **Combination Preliminary & Final.....\$ 550.00**

(g) Amendment Application\* .....\$ 250260.00

(h) Appeals .....\$ 195.00

(i) Certificate of Exemption ..... \$ 220.00

Item a.

\*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

10. Annual Rental Property Registration Fees\*.

(a) Single Family/Mobile Home – Per Building..... \$ 60.00/25.00(mobile home)

(b) Owner Occupied Duplexes ..... \$ 60.00

(c) Duplexes – Per Building ..... \$ 80.00

(d) Multi-Family (3 + Units) Per Building..... \$ 70.00

(e) Additional Fee Per Multi-Family Unit..... \$ 17.00

(f) Late Registration\*\*:

1. Single Family/Mobile Home/Duplexes ..... \$30.00 (per month)

2. Multi-Family 3 + Units ..... \$ 100.00, plus \$10.00 per unit (per month)

(g) Incomplete Registration Information\*\* ..... \$ 55.00

(h) Re-inspection (no-show/denied entry)\*\* ..... \$ ~~400~~105.00 per visit

(i) Re-inspection (failure to correct/missed deadline)\*\* ..... \$ ~~400~~105.00 per visit

(j) Failure to Register\*\* ..... \$ ~~350~~365.00

\* Rental properties receiving a Class A designation must still register but the annual fee for the following registration year will be waived.

\*\* May also be subject to Ordinance Violation fines.

11. Hotel and Motel:

Hotel or motel business license ..... \$ ~~185~~195.00

**(C) SEWER**

Sewer Use Charge: The sewer use charge shall be determined by multiplying the billed water usage per 100 gallons times one thousand ~~seven-eight~~ hundred and ~~fifty-thirty-four~~ thousandths of a cent (\$ 0-~~1750.1834~~), as stated by the UCSD. (Rate applies to billing period beginning next January 1. Refer to Section 24-16 of the Urbana Code of Ordinances.)

**(D) ZONING FEES AND BUILDING CONSTRUCTION APPEALS**

NOTE: The following fees do not include the charge for legal publications, which shall be paid by the applicant directly to the publisher.

1. The secretary shall collect the following fees to the plan commission:

- (a) Application for a change of zoning property: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of all legal publications.
- (b) Application for an amendment to the text of the Zoning Ordinance: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of all legal publications.
- (c) Application for a special use permit\*: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of ~~all legal publications~~ recording fees.
- (d) Application for a creekway permit pursuant to section XIII-4 of the Zoning Ordinance\*: one hundred ~~sixty-five~~ seventy dollars (\$~~165~~170.00), plus the cost of ~~all legal publications~~ recording fees.
- (e) Application for fee simple townhouse, row house, and duplex approval\*: one hundred ~~forty-five~~ fifty dollars (\$~~140~~150.00).

\*Plus the cost of recording fees established by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

2. The secretary shall collect the following fees to the Board of Zoning Appeals:

- (a) Application for a conditional use permit\*: ~~one hundred ninety-five~~ two hundred and five dollars (\$~~195~~205.00), plus the cost of legal publications.
- (b) Application for a minor variance\*: ~~one hundred ninety-five~~ two hundred and five dollars (\$~~195~~205.00), plus the cost of legal publications.
- (c) Appeal to the Board of Zoning Appeals: one hundred ninety-five dollars (\$195.00), plus the cost of legal publications.
- (d) Application for a major variance\*: two hundred ~~twenty-three~~ thirty dollars (\$~~220~~230.00), plus the cost of all legal publications.

\*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

3. The Code Official shall collect the following fees:

- (a) An application for a certificate of occupancy when not applied for and granted in conjunction with a permit: eighty-five dollars (\$85.00).
- (b) An application for a temporary certificate of occupancy for 1-35 days of occupancy: one hundred sixty dollars (\$160.00).
- (c) An application for a second temporary certificate of occupancy for 36-65 days of occupancy: two hundred ninety dollars (\$290.00).

- (d) An application for a third temporary certificate of occupancy for **66-90** days of occupancy: five hundred fifty-five dollars (\$ 555.00).

The maximum length of time for which temporary certificates of occupancy may be issued is ninety (90) days, except for those issued only for the installation of required landscaping and/or the paving and striping of parking lots which may be issued for up to six (6) months from the date of occupancy due to weather conditions. The temporary certificate of occupancy issued under this exception shall have a fee of seventy-five dollars (~~\$65~~75.00) without a renewal option.

- (f) (e) Certificate of occupancy for mobile homes: One hundred fifteen dollars (\$115.00) per relocated mobile home.

4. The Zoning Administrator shall collect the following fees:

- (a) Certificate for a home occupation.....\$ 85.00
- (b) Application for a sign permit: ten dollars (\$10.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of forty dollars (\$40.00):
  - 1. Temporary Sign Permit .....\$ 35.00
  - 2. Grand Opening Temporary Sign Permit ..... N/C
- (c) Telecommunications Zoning Review ..... \$ ~~195~~205.00
- (d) Zoning Verification Letters ..... \$ ~~165~~170.00

5. The designated secretaries shall collect the following fees to the following appeals boards and commissions:

- (a) Building Safety Code Board of Appeals:
  - 1. Appeal .....\$ 210.00
  - 2. \*Variance .....\$ ~~210~~220.00

\*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

- (b) Historic Preservation Commission:
  - 1. -Historic District Nomination..... N/C
  - 2. -Historic Landmark Nomination (with consent of owner) ..... N/C
  - 3. Historic Landmark Nomination (without consent of owner) ..... \$ 220.00
  - 4. Certificate of Appropriateness ..... N/C
  - 5. Certificate of Economic Hardship ..... N/C

(c)	<u>Design Review Board – Review*</u> .....	\$ 195205.00
	Administrative Review .....	\$ 85.00

\*Plus the cost of recording fees set by the Champaign County Recorder and referenced in the Administrative Fees section at the back of the Fee Schedule.

**(E) BUILDINGS AND STRUCTURES**

1. Building permits: –The method of fee calculation for building permits issued for new construction projects, except for one and two-family dwellings, shall be based upon the Type of Construction Method as published from time to time by the International Code Council. Such fees are nonrefundable.

(a) New construction, other than single-family or two-family detached dwellings: The permit fee shall be calculated by inputting the appropriate data into the Permit Fee Schedule Formula as outlined below.

$$\boxed{\text{Permit Fee}} = \boxed{\text{Building Gross Area}} \times \boxed{\text{Sq. Ft. Construction Cost}} \times \boxed{\text{Permit Fee Multiplier}}$$

Input into the formula is based upon the following: the building area is determined from the construction drawings; the current area modifier and the type of construction factor are based upon the information published from time to time by the International Code Council, incorporated in its publication entitled Building Valuation Data Table; and the permit fee multiplier as established by the City of Urbana is .00200. A current copy of the square foot construction cost information is available from the Building Safety Division.

(b) Additions: The permit fee shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty dollars (\$50.00).

(c) Single-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet .....	\$ 365382.00
2,501 to 3,499 square feet.....	\$ 450475.00
3,500 square feet and above .....	\$ 525550.00

(d) Two-family detached dwelling: The permit fee is based on the square footage of the building as follows:

Up to 2,500 square feet.....	\$ 420440.00
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2,501 to 3,499 square feet .....\$ ~~500~~525.00

3,500 square feet and above .....\$ ~~630~~660.00

2. Tent permit: A permit for the erection of a tent having a gross area of more than four hundred (400) square feet or more shall cost fifty dollars (\$50.00).

3. Application for a Telecommunications Permit: six dollars (\$6.00) per one thousand dollars (\$1,000.00) or fraction thereof of estimated costs, with a minimum of one hundred ~~eighty~~ninety dollars (~~\$180~~190.00).

4. Utility/Miscellaneous Occupancies: A permit for the erection of a building or structure housing a utility/miscellaneous (U) occupancy other than a tent, including garages, shall cost a fee computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than fifty-five dollars (\$55.00), except for the following:

(a) Decks – Over 100 square feet ..... ~~\$(3.00) per one thousand dollars (\$1,000.00) of estimated cost, but not less than~~Minimum fifty-five dollars (\$55.00)

Decks – 100 square feet and under .....\$ 30.00

(b) Utility Buildings greater than 120 square feet shall be calculated at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated costs for the project with a minimum permit fee of fifty-five dollars (\$55.00).

Utility Buildings (sheds) – 120 square feet or less with no permanent foundation .....\$ 25.00

(c) Fences .....\$ 30.00

(d) Replacement of existing windows for single-family and duplex.....\$ 40.00

5. Alteration/renovation/addition/repair: The fee for a permit for the alteration, renovation, addition, repair and/or remodeling of a building or structure shall be computed at the rate of six dollars (\$6.00) per one thousand dollars (\$1,000.00) of the estimated cost not including electrical, plumbing, and heating ventilating and air-conditioning, but not less than fifty-five dollars (\$55.00), except the fee for a permit to repair a roof structure and/or replace roof sheathing, which such fee shall be computed at the rate of three dollars (\$3.00) per one thousand dollars (\$1,000.00) of the estimated cost, with a fifty-five dollars (\$55.00) minimum permit fee.

6. Demolition: The fee for a permit for the demolition of a building or structure other than an accessory building shall be at the rate of nine dollars (\$9.00) per one thousand dollars (\$1,000.00) of the estimated cost of demolition, but not less than one hundred ~~sixty~~seventy dollars (~~\$160~~170.00). The permit fee for the demolition of an accessory or temporary structure under eight hundred (800) square feet shall be fifty-five dollars (\$55.00), except that the building official may waive the permit fee where there is no

foundation or floor to be removed, where there is no significant grading to be done where the work shall be insignificant.

7. Vacant structures registration:

- (a) Initial Registration – first six (6) months ..... \$ 265.00
- (b) Each Subsequent six (6) month period ..... \$ ~~525~~550.00

8. Moving permit/building permit: A moving permit shall be issued by the building official in conjunction with the required building permit for all buildings or structures which are moved and do not cross or occupy any street, alley, or public right-of-way. The fee for the moving permit/building permit shall be computed at the rate of five dollars (\$5.00) per one thousand dollars (\$1,000.00) of the estimated cost. The estimated cost shall include the cost of the moving along with the costs for excavation, footings and foundations, site work, and all structural or nonstructural remodeling as described in item four (4) above. The minimum permit fee shall be -five dollars (\$55.00).

9. Estimated cost: The term "estimated cost" as used in this subsection (E) includes the cost of all services, labor, materials, use of scaffolding, and any other appliances or devices entering into and necessary to the prosecution and completion of the work ready for occupancy. This shall include all costs to the owner. Contractor profit is not excluded.

10. Work without a permit: For all work commenced without a permit for which a building permit is required, the permit fee will be double the standard permit fee or two hundred fifty dollars (\$250.00), whichever is greater. Such work must comply with all other requirements of the building code.

11. Plan review fee schedule: The plan review fee applies to all plans for new construction. Such plan reviews include a review of all applicable city regulations including but not limited to zoning, building, electrical, plumbing and HVAC regulations. The fee does not include special flood hazard area reviews. (See item #11 below.) Plan review fees shall be nonrefundable and shall be computed as follows:

(a) Volume (cubic feet)	Fee
0- 10,000 .....	\$ <del>170</del> <u>180</u> .00
10,001- 20,000 .....	\$ <del>225</del> <u>240</u> .00
20,001- 40,000 .....	\$ <del>275</del> <u>290</u> .00
40,001- 60,000 .....	\$ <del>345</del> <u>365</u> .00
60,001- 80,000 .....	\$ <del>395</del> <u>415</u> .00
80,001- 100,000 .....	\$ <del>450</del> <u>475</u> .00
100,000-150,000 .....	\$ <del>500</del> <u>525</u> .00
150,001-200,000 .....	\$ <del>555</del> <u>585</u> .00
Over 200,000 .....	\$ <del>550</del> <u>610</u> .00, plus \$6.00

for each 10,000 cubic foot over 200,000

(b) Plan review for assembly (A) institutional (I) and residential (R2) uses and mercantile covered malls over five thousand (5,000) square feet shall be one and one-half (1 1/2) times the fees as computed from the table above.

- (c) In addition to the plan review fees indicated above, the building official may charge an additional fee for outside professional plan review services. Such outside plan review services may be contracted where the building official determines it is in the best interest of the city to do so. Additional fee(s) for outside services shall be based upon the actual costs for such services.
- (d) Plan review fees for additions, remodeling and/or renovation (other than I-2 see below) shall be charged on such projects exceeding fifteen thousand dollars (\$15,000.00) at the rate of 0.006 times the cost of the project. Plan review fees for additions, remodeling and/or renovation of I-2 Hospital projects exceeding fifteen thousand dollars (\$15,000.00) shall be charged at the rate of 0.0085 times the cost of the project.
- (e) Plan review fees shall accompany the application and are nonrefundable. Single- and two-family detached dwellings and utility/miscellaneous (U) occupancies, including residential garages, shall be exempt from plan review fees except for solar projects (see Item #5 under Section F: Electrical) . The building official may waive the plan review fee for structures under five thousand (5,000) cubic feet in cases involving minor structural repairs or the remodeling of existing buildings.
- (f) The fee for a plan that is reviewed more than three times..... ~~\$265~~280 per review.

- 12. Special flood hazard area development plan review fee: The fee for a development plan review in the special flood hazard area shall be one hundred eighty-five dollars (\$185.00). This fee shall be in addition to other plan review fees.
- 13. Exterior storage of construction materials temporary permit ..... \$ 160.00
- 14. Re-inspection (failed/no-show/denied entry) .....\$ 100.00 per visit
- 15. After Hours inspections.....\$200 minimum/\$100 per additional hour

**(F) ELECTRICAL**

- 1. (a) The minimum fee for any electrical permit shall be ..... \$ 55.00
- (b) Temporary service .....\$ 55.00
- (c) Work without a permit: Double the permit fee or two hundred fifty dollars (\$250.00), whichever is greater.
- (d) Annual Permit fee .....\$ ~~265~~280.00
- (e) Permits shall not be required for installations of up to three (3) additional outlets involving no new circuits from the panel, or minor repairs as identified in the City of Urbana Safety Codes Adopting Ordinance.

2. Fees for New Residential:

Fees for all new single-family dwellings shall be eighty dollars (\$80.00). Fees for new two-family and multi-family dwelling units shall be calculated as follows: eighty dollars (\$80.00) per unit or apartment regardless of service size. These fees shall include the permit for the electrical service and all associated wiring, and accessory structures for one- and two-family dwellings. Fees for fire alarm systems, accessory structures for multi-family apartment buildings, hotels, motels, residential board and care facilities, rooming houses, and dormitories shall be calculated as described under section three (3) below.

3. Fees for all other work:

Electrical work shall be assessed at the rate of one and a quarter percent (.0125 multiplier) of the estimated or contract cost of the job; all amounts exceeding two hundred thousand dollars (\$200,000.00) shall be assessed at the rate of ~~three-quarters of~~ one percent (.0075 01 multiplier) of the estimated or contract cost of the job.

These fees shall be assessed for the following types of work:

- (a) New services
- (b) Changes in service
- (c) New buildings
- (d) Additions, alterations, rewiring, and repairs in existing buildings
- (e) Installation of equipment, machinery or motors, and signs
- (f) Changes in lighting
- (g) Fire alarms
- (h) Repair of code violations

4. Testing and Registration of electrical contractors:

- (a) Initial registration of electrical contractors: The initial registration fee for registration as an electrical contractor shall be one hundred eighty dollars (\$180.00). Contractors who apply for registration during the last half of the fiscal year (January 1 through June 30), shall submit a fee of one hundred thirty-five dollars (\$135.00).
- (b) Renewal registration fees received or postmarked after August 1st of the fiscal year shall be three hundred forty-five dollars (\$345.00).
- (c) Registration fee for transfer of reciprocal jurisdiction electrical license shall be one hundred eighty dollars (\$180.00).

5. Solar plan review fees ..... 0.5% of total estimated or contract cost

- 6. Re-inspection (failed/no-show/denied entry).....\$ ~~400~~105.00 per visit
- 7. After Hours inspections.....\$~~200~~210 minimum/\$100 per additional hour
- 8. Electrical permit fees shall be non-refundable

**(G) PLUMBING**

The permit fees for all plumbing work shall be derived from the following:

- 1. Single-family and two-family duplexes shall require a separate permit for each separate address or building. A single permit for plumbing work may be issued for multi-family buildings containing three (3) or more dwelling units. The permit fee for this plumbing work shall be derived from Table (P1).
- 2. Commercial and Industrial plumbing permit fees shall be one percent (1.00%) of the estimated cost of installation and work being performed (“estimated cost” is defined in this subsection G as the cost of all services, labor, material, and equipment used to complete the work/installation).

TABLE P1

(a)	Water closet.....	\$	13.00
(b)	Urinal .....	\$	13.00
(c)	Lavatory .....	\$	13.00
(d)	Shower/bath tub .....	\$	13.00
(e)	Kitchen sink .....	\$	13.00
(f)	Utility/service sink .....	\$	13.00
(g)	Laundry sink .....	\$	13.00
(h)	Bar/beverage sink.....	\$	13.00
(i)	Floor sink/receptor.....	\$	13.00
(j)	Restaurant/culinary sink.....	\$	13.00
(k)	Clinical sink.....	\$	13.00
(l)	Dishwasher.....	\$	13.00
(m)	Garbage disposal .....	\$	13.00
(n)	Waste interceptor/separator.....	\$	13.00

- (o) Floor drain.....\$ 13.00
- (p) Hub/stand-pipe drain .....\$ 13.00
- (q) Drinking fountain.....\$ 13.00
- (r) Clothes washer.....\$ 13.00
- (s) Sewage ejector... ..\$ 13.00
- (t) Storm drain/sump pump .....\$ 13.00
- (u) Sanitary sewer/septic tank .....\$ 13.00
- (v) Water service.....\$ 13.00
- (w) Water heating equipment/vessel (as defined in plumbing ordinance)\$ 13.00
- (x) LTD area sprinkler (as defined in mechanical ordinance)  
(Two (2) sprinklers or fraction thereof equal one fixture)..... \$ 13.00
- (y) Equipment supply/backflow preventer .....\$ 13.00
- (z) Special fixture/device/piping (other than listed above  
and as determined by plumbing official).....\$ 13.00

- 3. Plumbing permit fees shall be nonrefundable. The minimum fee for any plumbing permit shall be fifty-five dollars (\$55.00).
- 4. For all work commenced without a permit for which a plumbing permit is required, the permit fee will be double the standard fee or two hundred fifty dollars (\$250.00), whichever is greater and such work shall comply with all applicable codes.
- 5. A single permit for plumbing work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current plumbing fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.
- 6. Re-inspection (failed/no-show/denied entry).....\$ ~~100~~105.00 per visit
- 7. After Hours inspections.....\$~~200~~210 minimum/\$100 per additional hour

**(H) MECHANICAL**

- 1. The permit fees for all mechanical work shall be determined by the estimated cost of the mechanical installations and work being performed. ("Estimated cost" shall mean the cost of all services, labor, materials, and equipment used to complete the work/installation.)

- (a) Mechanical permit fees shall be one and thirty-hundredths of a percent (1.30%) of the "estimated cost" of the installation or work (see definition of estimated cost). The minimum mechanical permit fee shall be sixty-five dollars (\$65.00), except as provided in subsections two (2) and six (6).
- (b) Mechanical work and installations shall include: Heating, ventilation, air conditioning, refrigeration, fire suppression, and related installations governed by and defined within the scope of the mechanical codes adopted by reference in the mechanical ordinance.

2. Fireplace, woodstove, and other solid fuel-burning equipment installations shall require a separate mechanical permit. The permit fee shall be fifty-five dollars (\$55.00) per unit.

3. All mechanical permit fees shall be nonrefundable.

4. A single permit for mechanical work may be issued for multifamily buildings (containing three or more dwellings), with the fees based on the current mechanical fee schedule. All other building types, including two-family duplexes, shall require a separate permit for each separate building or address.

5. Domestic fire suppression systems: Sprinklers supplied by the domestic water service, and installed only as spot protection in mechanical and storage rooms in commercial and multifamily occupancies, and all sprinklers installed in one- and two-family dwellings shall be considered as plumbing work and are subject to plumbing permit fee schedule.

6. Miscellaneous: Mechanical installations or work with a total cost of five hundred dollars (\$500.00) or less shall require a fifty-five dollar (\$55.00) minimum mechanical permit fee.

7. For all work commenced without a permit for which a mechanical permit is required, the permit fee will be double the standard fee or two hundred fifty dollars (\$250.00), whichever is greater and the work shall comply with all applicable codes.

8. Re-inspection (failed/no-show/denied entry) .....\$ ~~105~~105.00 per visit

9. After Hours inspections.....\$~~200~~210 minimum/\$100 per additional hour

**(I) WASTE MANAGEMENT**

1. Regional Pollution Control Facility..... \$ ~~4,160,004~~4,360.00

2. Sanitary Hauler Business License..... \$ ~~405~~425.00

3. Vehicle Sticker..... \$ ~~205~~215.00

(J) SPECIAL PARKING PERMIT  
SCHEDULE OF PURCHASE AND REFUND AMOUNTS

The term of a permit begins August 1st of the current year and terminates on August 14th of the following year.

1. Purchase Schedule:

- (a) Annual Permit:  
If purchased between August 1 and October 31 .....\$ ~~185~~195.00  
If purchased between November 1 and December 31 ..... \$ ~~140~~150.00
- (b) Spring Permit:  
If purchased between January 1 and May 14 .....\$ ~~115~~125.00
- (c) Summer Permit:  
If purchased between May 15 and July 31 ..... \$ 50.00
- (d) Temporary permits valid for one (1) day ..... \$ 5.00
- (e) Temporary permits valid for three (3) consecutive days.....\$ 10.00
- (f) Service Vehicle Permit ..... \$ 35.00
- (c) Permit Transfer Fee ..... \$ 10.00

2. Refund Schedule: Only annual permits purchased between August 1st and December 31st of the current permit year are eligible for a refund.

- (a) If returned between August 1 and October 31 .....\$ ~~140~~150.00
- (b) If returned between November 1 and January 31 ..... \$ 95.00
- (c) If returned between February 1 and April 30 ..... \$ 50.00
- (d) If returned between May 1 and July 31 ..... \$ 0.00

Permits returned within seven (7) days of the date of purchase will be refunded the purchase amount less five dollars (\$5.00) for each day the permit was held.

(K) PARKING METER RATES AND RENTAL SPACE RATES

1. Parking Meter Rates: The hourly rates for parking meters shall be as follows:

- (a) All parking meters owned by the City of Urbana and located on the right-of-way parkway that are located to the west of Lincoln Avenue, to the western city limits of the City of Urbana that lie south of University Avenue and north of Florida Avenue shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour. Any parking lot owned or operated by the City that is located to the west of Lincoln Avenue shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour.

- (b) All parking meters owned by the City of Urbana and located north of University Avenue, and meters south of University Avenue located on Clark Street between Busey Avenue and Coler Avenue and on Coler Avenue between Clark Street and Main Street, shall carry a rate of one dollar and twenty-five cents (\$1.25) per hour.
- (c) All other meters located on the parkway of city-owned right-of-way shall carry a rate of fifty cents (\$0.50) per hour.
- (d) All meters in all parking lots owned by the City shall carry a rate of fifty cents (\$0.50) per hour, except as noted in (a) above.
- (e) Pay-by-cell transactions at all meters owned by the City shall be assessed a ~~twenty~~thirty-five cent (~~\$0.25~~35) MobileMeter convenience fee per transaction.

## 2. Parking Rental Spaces:

- (a) The parking rates for rental spaces rented on a monthly basis at all **City parking lots**, excluding the City parking facility, located in block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
  1. Fifty-~~five~~ dollars (~~\$50~~55.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days a week.
  2. ~~Thirty-five~~Forty dollars (~~\$35~~40.00) per month for spaces rented between the hours of 7:00 A.M. to 6:00 P.M., Monday through Friday.
  3. Seventy-~~five~~ dollars (~~\$70~~75.00) per month for a downtown resident rental space rented twenty-four (24) hours per day, seven (7) days a week.
- (b) The parking rates for rental spaces rented on a monthly basis, whether on-street or in a parking lot, located in the **Campus District** shall be as follows:
  1. One hundred ~~forty~~-~~fifty~~ dollars (~~\$140~~150.00) per month for spaces rented twenty-four (24) hours per day, seven (7) days, per week.
  2. ~~Sixty-Five~~Seventy dollars (~~\$65~~70.00) per month for overnight rental spaces.
- (c) The parking rate for rental spaces rented on an hourly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be twenty-five cents (\$0.25) per hour for the first two (2) hours or portion thereof, and fifty cents (\$0.50) per hour or portion thereof thereafter, with a maximum of five dollars (\$5.00) per day.
- (d) The parking rates for rental spaces rented on a monthly basis at the **City parking facility**, located in the block bounded by Elm Street, Race Street, Main Street, and Broadway Avenue, shall be as follows:
  1. One hundred ~~twenty-five~~thirty-five dollars (~~\$125~~135.00) per month for spaces rented on the ground floor (Deck, Reserved Permit); and

- 2. Sixty-five dollars (\$6065.00) per month for spaces rented on the second which permits are not valid for parking on the ground floor spaces (Deck, Unreserved Permit).
- (e) The daily charge for permitting the "bagging" of a parking meter shall be payable in advance as follows. Such charges shall not apply to those days that the meter would not be enforced.
  - 1. Thirty-five dollars (\$3035.00) per meter per day – with a forty-eight (48) hour notice (campus and hospital).
  - 2. ~~Thirty-five~~Forty dollars (\$3540.00) per meter for the first day and thirty-five dollars (\$3035.00) per meter for each additional day with less than forty-eight (48) hours' notice (campus and hospital).
  - 3. ~~Fifteen-Twenty~~ dollars (\$1520.00) per meter per day – with a forty-eight (48) hour notice (downtown).
  - 4. Twenty-five dollars (\$2025.00) per meter for the first day and ~~twenty~~fifteen dollars (\$1520.00) per meter for each additional day with less than forty-eight (48) hours' notice (downtown).

(L) ANIMALS

1. \*Impoundment Fees (Determined by Champaign County not City of Urbana):

(a) Dogs and Cats:

- 1. First day .....\$ 5015.00
- 2. Each additional day ~~\$ 15.00~~Depends on Rabies Registration and number of offenses

With Current Rabies Registration

1 <sup>st</sup> Offense.....	\$35.00
2 <sup>nd</sup> Offense.....	\$50.00
3 <sup>rd</sup> Offense.....	\$75.00

Without Current Rabies Registration

1 <sup>st</sup> Offense.....	\$50.00
2 <sup>nd</sup> Offense.....	\$75.00
3 <sup>rd</sup> Offense.....	\$100.00

(b) ~~Cats:~~

1. First day .....	\$ 50.00
2. Each additional day .....	\$ 15.00

\*As per Ordinance No. 2024-10 Statute 510 ILCS 5/10

(M) RESERVED

(N) VEHICLE TOWING AND IMMOBILIZATION

Item a.

1.	Police ordered tow .....	\$	31.00
2.	Relocator tow .....	\$	31.00
3.	Immobilization Release Fee .....	\$	52.00
4.	Vehicle Impoundment Fee .....	\$	<del>260</del> 275.00

**(O) RESERVED**

**(P) STORMWATER UTILITY**

Equivalent Residential Unit (ERU).....\$ ~~9.41~~89 per month

Note: Rate applies to billing period beginning next January 1. Refer to Section 24-174 of the Urbana Code of Ordinances.

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025<sup>6</sup>**

Item a.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS A</b> (RETAILER'S ON-PREMISES)	This license permits the sale and service of all alcoholic liquor by the drink or in the original package form for consumption only on the premises where sold. These licenses are for those establishments that operate primarily as a bar.	\$4,160  \$3,120 for Beer and/or Wine Only	<i>All ages live performance event, catering, outdoor cafe, package, and video gaming</i>
<b>CLASS BYOB-R</b> (RESTAURANT ALLOWING BYOB)	This license permits alcoholic liquor to be brought onto the premises of a restaurant by a patron who is age twenty-one (21) years or older where the restaurant does not otherwise possess a city-issued liquor license.	\$1,040	
<b>CLASS CA</b> (CATERERS RETAIL)	This license permits the sale or service of all alcoholic liquor of any type by a caterer in conjunction with the sale of prepared food for service at events that are not publicly advertised and that are not open to the general public at locations other than the premises leased, owned, or otherwise occupied or operated by the licensee.	\$1,560	
<b>CLASS CS</b> (COMPLIMENTARY SERVICE)	This license authorizes Class CS license holders to serve alcoholic liquor, without charge, to the licensee's customers who are age twenty-one (21) years or older for consumption on the premises of a business that is not a restaurant and that does not otherwise possess a city-issued liquor license.	\$250	
<b>CLASS FM</b> (FARMERS MARKET)	This license authorizes Class FM license holders to conduct the retail sale of beer and wine in its original package form, for consumption off-premises, at a farmers market.	\$250	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025~~6~~**

Item a.

LICENSE CLASSIFICATION	DESCRIPTION	FEE	AVAILABLE RIDERS
<p align="center"><b>CLASS GC</b> (GOLF COURSE)</p>	<p>This license permits the sale and service of all alcoholic liquor by the drink or in original package form for consumption only at the clubhouse and snack bars or refreshment stands located in and about the defined golf course area, and from mobile carts operated in and about the golf course area.</p>	<p align="center">\$5,<del>200</del><u>500</u></p>	<p align="center"><i>Video gaming</i></p>
<p align="center"><b>CLASS GH</b> (GAMING HALL)</p>	<p>This license permits the gaming hall the sale and service of all alcoholic liquor by the drink or in original package form for on-premises consumption only where video gaming terminals (VGT) are or will be displayed for play or operation.</p>	<p align="center">\$5,500, plus \$1,080 permit fee per VGT (up to 5)</p>	
<p align="center"><b>CLASS H</b> (HOTEL)</p>	<p>This license permits the sale and service of all alcoholic liquor by the drink or in original package form for on hotel premises consumption only (not to include any restaurant at the hotel location). These licenses are for hotel bars.</p>	<p align="center">\$4,160</p>	<p align="center"><i>Catering, hotel restaurant, outdoor café, and video gaming</i></p>
<p align="center"><b>CLASS MB-1</b> (MICRO-BREWERY)</p>	<p>This license permits the manufacture, sale and storage of beer, ale, wine, and fruit- or malt-based alcoholic beverages on the premises in certain quantities. This license also permits selling to other licensees that are licensed to sell at retail.</p>	<p align="center">\$1,560</p>	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025<sup>6</sup>**

Item a.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS MB-2</b> (MICRO-BREWERY)	In addition to the provisions permitted in the Class MB-1 license, the MB-2 license permits the sale and service of the licensee's alcoholic beverages and alcoholic liquor manufactured by other persons for consumption on or off the premises.	\$3,120	<i>Catering, outdoor café, pick-up and delivery, video gaming</i>
<b>CLASS N</b> (RETIREMENT COMMUNITY)	This license permits a bona fide retirement community the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,120	
<b>CLASS P</b> (PACKAGE RETAILER'S OFF-PREMISES CONSUMPTION)	This license (package store) permits the licensee to sell at retail any and all alcoholic liquor in original package form for consumption off-premises only.	<del>\$3,900</del> <u>\$4,100</u>	<i>Grocery café, and pick-up and delivery</i>
<b>CLASS PB</b> (PEDAL BUS)	This license authorizes the license holder to permit the consumption of beer and wine on-board a pedal bus by a patron over the age of twenty-one (21), provided that the pedal bus is duly licensed to operate within the City of Urbana.	\$500	
<b>CLASS R&amp;T-1</b> (RESTAURANT & TAVERN)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.	\$3,640	<i>Catering, outdoor café, package, and video gaming</i>

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025<sup>6</sup>**

Item a.

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS R&amp;T-2</b> (RESTAURANT & TAVERN)	This license permits the sale and service of beer and/or wine, by the drink or in original package form for on-premises consumption only in a place where bona fide meals are regularly prepared and served as one of the primary services of the business.	\$2,600	<i>Catering, outdoor café, package, and video gaming</i>
<b>CLASS TH</b> (THEATRE)	This license permits the sale of alcoholic liquor by the drink or in original package form for consumption on the premises incidental to the viewing of motion pictures or live theatrical or stage performances at a theatre. The licensee shall not be permitted to operate a bar or lounge area at which alcoholic liquors alone may be purchased.	\$1,000	<i>Outdoor café</i>
<b>CLASS URO</b> (UNIVERSITY RELATED ORGANIZATION)	This license permits the sale and service of alcoholic liquor by the drink or in original package form for on-premises consumption only.	\$3,000	<i>Outdoor café</i>
<b>CLASS TEMP-C</b>	Temporary license for current liquor licensees.	\$100	
<b>CLASS TEMP-N</b>	Temporary licenses for non-liquor licensees.	\$125	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025<sup>6</sup>**

*Item a.*

<b>LICENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>AVAILABLE RIDERS</b>
<b>CLASS INC (INCUBATOR)</b>	This 6-month license is specific to persons not eligible for temporary licenses, or who do not seek to operate a business that would otherwise qualify to apply for another type of city-issued liquor license.	\$1,000 initial 6-month period  \$2,000 additional 6-month period	

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025<sup>6</sup>**

Item a.

**RIDER CLASSIFICATIONS AND FEES**

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>ALL AGES LIVE ENTERTAINMENT EVENT</b>	This rider permits persons between the ages of fourteen (14) years and seventeen (17) years to attend the licensee’s live performance event.	\$250	A
<b>CATERING</b>	This rider permits a licensee to sell and serve alcohol of the type permitted pursuant to their respective licenses at private events off the licensed premises that are neither advertised nor open to the general public. Class H licensee must own and/or operate a restaurant on the hotel premises.	\$350	A, H, MB-2, and R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 202~~5~~<sup>6</sup>**

*Item a.*

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>GROCERY CAFÉ</b>	This rider permits a licensee to sell and serve wine and beer by the drink for consumption on the licensed premises.	\$500	P
<b>HOTEL RESTAURANT</b>	This rider permits a licensee to sell and serve alcoholic liquor for consumption within a restaurant that is wholly owned by and which is located within or attached to the licensee's hotel.	\$500	H

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025~~6~~**

Item a.

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>OUTDOOR CAFÉ</b>	This rider permits the retail sale of alcoholic liquor by any person holding a valid license in that area for which such licensee holds a sidewalk café permit issued by the Director of Public Works or his or her designee, or pursuant to a lease agreement with the owner of private property that is immediately adjacent to the licensee's premises.	No Charge	A, H, MB-2, R&T, TH, URO
<b>PACKAGE</b>	This rider permits a licensee to sell alcoholic liquor in sealed original package form for off-premises consumption.	<del>\$250</del> <u>140</u>	A, R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025<sup>6</sup>**

Item a.

<b>RIDER CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>FEE</b>	<b>ELIGIBLE LICENSES</b>
<b>PICK-UP AND DELIVERY</b>	This rider permits a licensee to accept orders for alcoholic liquor in sealed original package form, for off-premises consumption, that are placed by telephone and/or through the licensee’s website, and to deliver such alcoholic liquor beyond the licensee’s licensed premises, including delivery to the customer at a location beyond the parcel of property on which the said premises is located.	\$500	MB-2, P
<b>VIDEO GAMING</b>	This rider permits the display and operation of video gaming terminals (VGT) on licensed premises.	\$500, plus \$1,080 permit fee per VGT (up to 6)	A, GC, H, MB-2, R&T

**CITY OF URBANA LIQUOR LICENSE CLASSIFICATIONS AND  
FEES EFFECTIVE JULY 1, 2025**

Item a.

LATE FEES	DESCRIPTION	FEE
<b>LATE RENEWAL FEE</b>	Applies to renewal applications received after filing deadline of June 1 <u>@ 5 p.m.</u> <i>Renewal applications not received by due date stated above will incur an <del>an</del> additional late fee per day after the initial due date.</i>	<del>\$100</del> <u>500</u> <i>Additional \$25/day</i>
<b>LATE <u>TEMP</u> FILING FEE</b>	Applies to Class TEMP licenses NOT filed at least ten (10) days prior to the event date. <i>Licenses not received by due date stated above will incur an <del>an</del> additional late fee per day after the initial due date.</i>	<del>\$25</del> <u>50</u> <i>Additional \$25/day</i>
<del><b>LATE ANNUAL PAYMENT FEE</b></del>	<del>Applies to annual payments received after 12 noon on the last business day in June. Annual payments not received by due date stated above will incur an <del>an</del> additional late fee per day after the initial due date.</del>	<del>\$100</del> <i>Additional \$25/day</i>
<b>LATE SEMI-ANNUAL PAYMENT FEE</b>	Applies to semi-annual payments received after 12 noon on the last business day in December. <i>Semi-annual payments not received by due date stated above will incur an <del>an</del> additional late fee per day after the initial due date.</i>	<del>\$100</del> <u>500</u> <i>Additional \$25/day</i>

MISCELLANEOUS FEES	FEE
<b>ORIGINAL APPLICATION/NEW BUSINESS FEE</b>	\$500
<b>CHANGE OF OWNERSHIP OF PREMISE</b>	\$225
<b>CHANGE OF LICENSE CATEGORY</b>	\$225
<b>CHANGE OF FORM OF OWNERSHIP</b>	\$225
<b>NON-NOTIFICATION OF MANAGER CHANGE</b> (APPLIES FIVE (5) DAYS AFTER CHANGE IN MANAGERS) <i>Non-notification of manager change will incur an <del>an</del> additional late fee for every <del>thirty (30) days</del> after the initial due date as stated above.</i>	<del>\$250</del> <i>Additional \$25/ every thirty (30) days</i>
<b>DUPLICATE LICENSE REPRINT FEE</b> (APPLIES TO ALL APPLICANTS WHO SUBMIT INCORRECT INFORMATION)	\$25



## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 1, 2026, City Council

**Subject:** A Resolution Adopting Revised Financial Policies

### Summary

#### *Action Requested*

Approve the revised Financial Policies, including changes pursuant to Council direction on May 18, 2026, at the June 1 City Council Meeting.

#### *Brief Background*

This resolution seeks City Council approval to adopt revised Financial Polices. Changes made following the May 18 Committee of the Whole meeting include –

- clarification on when the Finance Director may make exceptions to the rule for which capital equipment items are included in the Vehicle and Equipment replacement Fund (VERF), and
- addition of the [American Friends Service Committee \(AFSC\) list of Companies Profiting from the Genocide in Gaza](#) to the list of prohibited investments in the new Ethical Investmens section of the policy.

These revisions to the policy are highlighted in yellow.

#### *Recommendation*

Forward the recommended changes to the City's Financial Policies for approval at the June 1 City Council meeting.

#### *Next Steps*

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

### Attachment(s)

1. A Resolution Adopting Revised Financial Policies

Originated: Elizabeth Hannan, HR & Finance Director / CFO

Reviewed: Kris Francisco, Finance Manager

Don Ho, Senior Financial Analyst / Budget Coordinator

Approved: Darius White, City Administrator

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

**A RESOLUTION ADOPTING REVISED FINANCIAL POLICIES (2026)**

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

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

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

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

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

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

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

**Section 1.**

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

**Section 2.**

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

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

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sanderfur, City Clerk

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

\_\_\_\_\_  
DeShawn B. Williams, Mayor

## FINANCIAL POLICIES

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

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

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

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

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

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

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

**A. Pension Funds:** The City will levy property taxes to provide funding for a ~~20-year closed period~~layered 15-year closed period amortization of 100% of unfunded liability for new liabilities beginning with the actuarial valuation dated June 30, 2026, including a five-year transition to the higher funding level, beginning with the 2018 property tax levy. Existing liabilities will be amortized over a 12-year closed period, consistent with the previous funding policy. Contributions will be calculated using the entry age normal (level percent of pay) method. Asset smoothing will be used over a five-year period to reduce the effects of market volatility. An 8.12% share of the actuarily determined pension funding requirement will be allocated from personal property replacement tax (PPRT), also consistent with State law. However, if

adequate funds are not available from PPRT, the difference will be made up from other City resources.

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

**B. Library General Fund:** The City levies property taxes for the Library to support operations, which are funded from the Library's General Fund. The City Council approves the Library's budget, including estimated property tax revenues necessary to support the expenditure budget. When the City Council approves the property tax levy, it will include a levy sufficient to support the approved Library General Fund budget. (The City also allocates a portion of the Ameren franchise fee to the Library, based on the Library's proportionate benefit from free gas therms provided by Ameren prior to the franchise agreement approved in 2015. This allocation will continue in the same proportion.)

**C. Corporate Tax Levy:** Remaining funds that can be raised within the City's target tax rate will be allocated to the General Operating Fund to pay for public safety services.

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

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

As the budget allows, the City will consider additional one-time transfers to provide additional funding for infrastructure maintenance and improvements;

or increasing the base level of the recurring transfer to provide a stable, ongoing source of funding.

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

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

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

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

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

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

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

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

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

## IX. Investment Policy

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

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

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

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

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

- Limiting investments to the safest types of securities

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the [entityCity] will do business
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

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

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

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

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

### C. Standards of Care

**Prudence** - The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price

changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

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

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

#### D. Safekeeping and Custody

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

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

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

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

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

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

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

**Delivery vs. Payment** - All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial

institution prior to the release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

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

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

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

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

## F. Investment Parameters

- **Diversification** - The investments shall be diversified by:

- limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and
- continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

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

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

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

## G. Reporting

**Methods** - The ~~Comptroller~~ Finance Director shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made since the last report. This management summary will be prepared in a manner which will allow the reader to ascertain whether investment activities during the reporting period

have conformed to the investment policy. The report should be provided to the ~~Chief Administrative Officer~~ Mayor, the City Administrator, and the City Council. The report will include a listing of individual securities held at the end of the reporting period, to include yield, maturity date, and investment type.

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

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

#### **H. Policy Considerations**

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

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



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

**TO:** The Plan Commission, City of Urbana

**FROM:** Olivia Jovine, Director & Zoning Administrator

**DATE:** May 1, 2026

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

## Introduction

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

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

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

## Background

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

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

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

**Zoning, Land Use, and Place Type**

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

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

**Proposed Development**

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

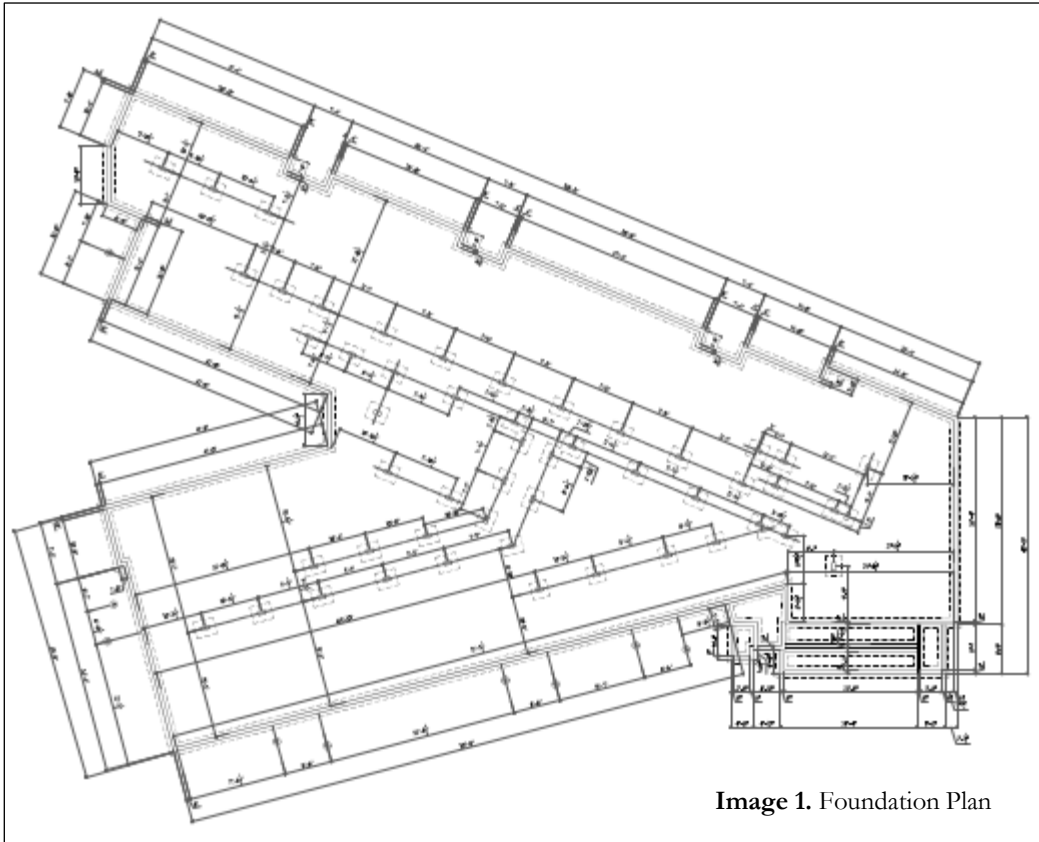
The site plan proposes two vehicular access points, one from North McCullough Street and one from West Main Street. This will require a new curb cut along West Main Street. The primary pedestrian entry will be located on North McCullough Street, where a system of sidewalks and steps will guide visitors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

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

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

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

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



## Discussion

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

## Imagine Urbana Comprehensive Plan

The Imagine Urbana Comprehensive Plan (“Imagine Urbana”) identifies the property as being in the Neighborhood I Place Type classification<sup>1</sup>, which is described in part as:

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

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

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

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

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

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

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

**Big Move 6:** Make Walkability a Priority; “Walking<sup>2</sup> is the most equitable form of transportation. Designing an equitable city and putting people first means that walking must be at the forefront of how things are built.”

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

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

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

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

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

## PUD Ordinance Goals

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

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<sup>2</sup> “Walking” includes people in wheelchairs and with other mobility impairments.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The proposed project is generally consistent with this goal.

## Applicability

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

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

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

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

## Waivers

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

## Additional FAR

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

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

### Summary of Findings

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

### Options

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

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

### Recommendation

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

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

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<sup>3</sup> For calculations, please refer to Exhibit E: “Preliminary & Final PUD Application”

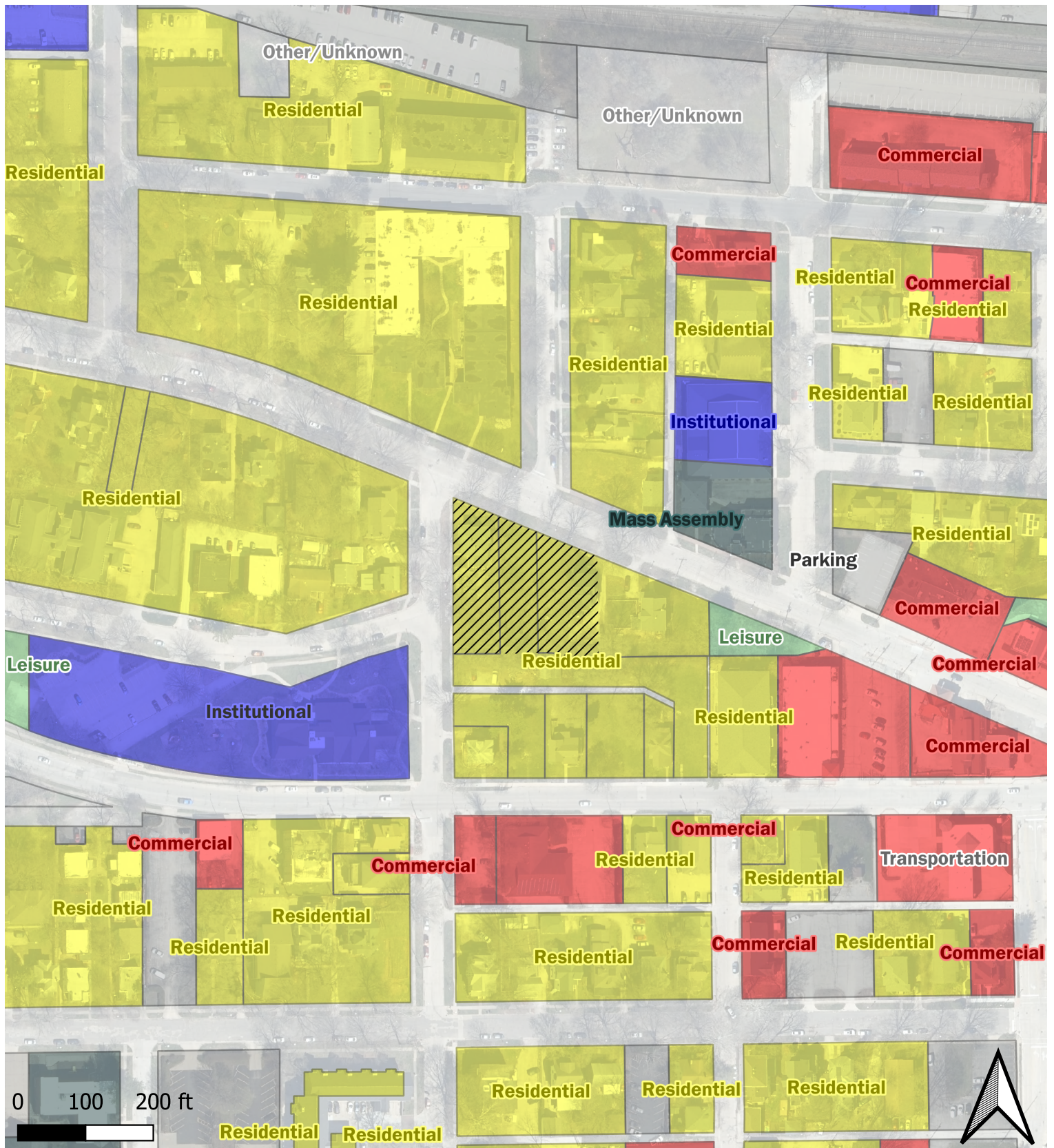
- Attachments:
- Exhibit A: Location
  - Exhibit B: Existing Land Use Map
  - Exhibit C: Existing Zoning Map
  - Exhibit D: Place Types Map
  - Exhibit E: Preliminary & Final PUD Application
  - Exhibit F: Site Plan
  - Exhibit G: Photos
  - Exhibit H: Neighborhood I Place Type Description
  - Exhibit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

cc: Andrew Fell (Applicant)



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

 Subject Property



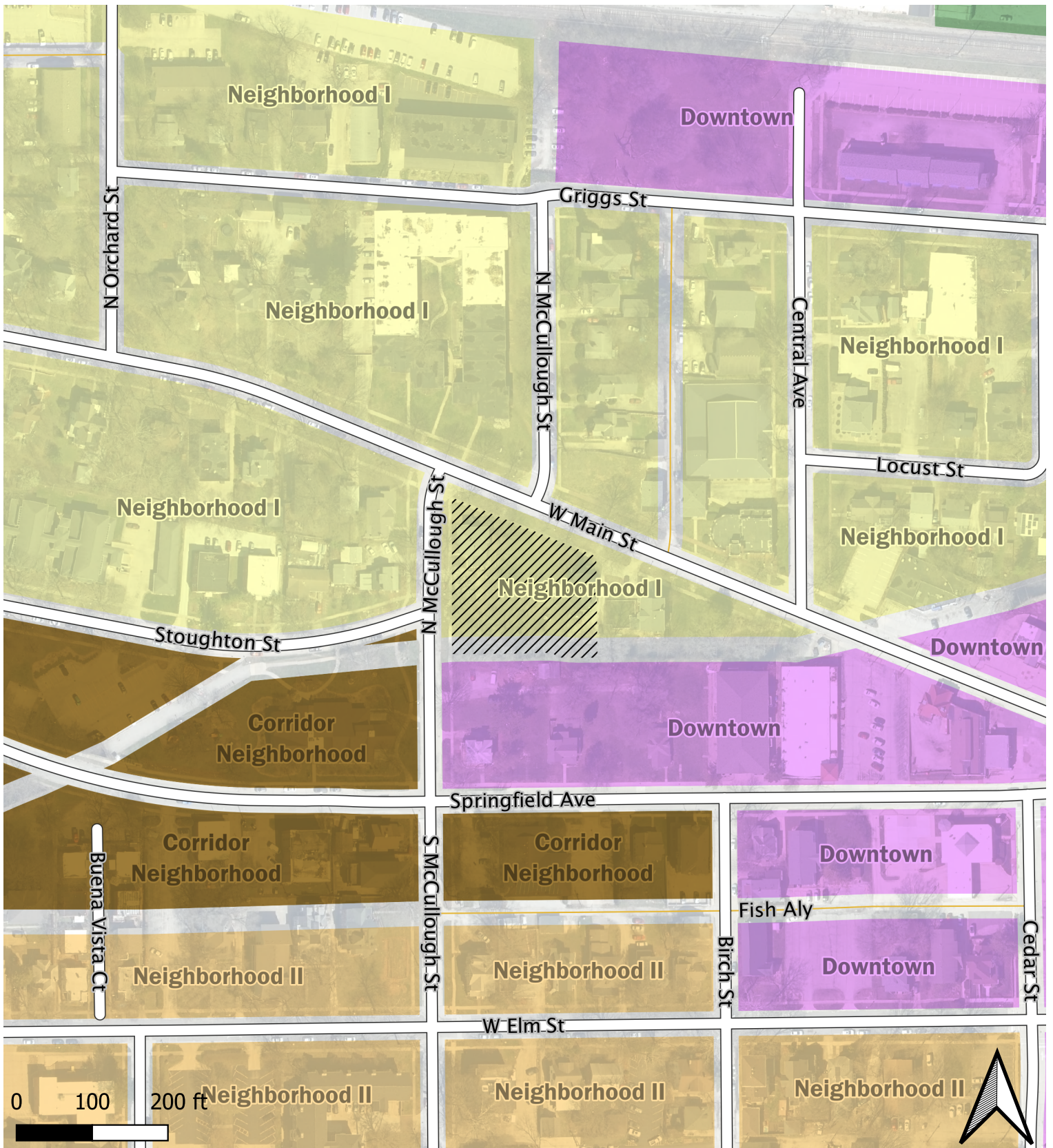
Case: CW-2026-01  
 Subject: Bonneyard Creekway Permit  
 Location: 413, 415, 417, 419 West Main Street  
 Applicant: Andrew Fell

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



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

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

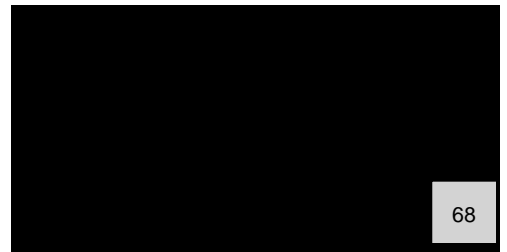
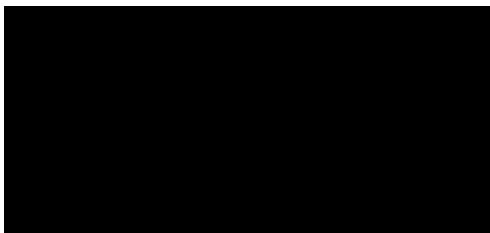


Case: CW-2026-01  
 Subject: Bonneyard Creekway Permit  
 Location: 413, 415, 417, 419 West Main Street  
 Applicant: Andrew Fell

Subject Property [1]

# PRELIMINARY AND FINAL PUD APPLICATION

413-419 WEST MAIN ST  
URBANA, IL 61801



# **PRELIMINARY AND FINAL PUD APPLICATION**

## **413-419 WEST MAIN STREET**

### **URBANA, ILLINOIS**

#### **PROJECT DESCRIPTION**

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

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

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

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

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

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

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

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

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

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

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

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



## Application for a Planned Unit Development - Final

## PLAN COMMISSION

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### APPROVAL STEPS FOR A FINAL DEVELOPMENT PLAN

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

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

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#### STEP 2 Plan Commission Review

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

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#### STEP 3 City Council Review

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

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

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#### STEP 4 Recording of the Final Planned Unit Development Plan

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

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#### STEP 5 Issuance of a Planned Unit Development Permit

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



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

Proposed Land Use: **Multi-Family**

Present Comprehensive Plan Designation: **N1**

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

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

**See Attached**

**4. CONSULTANT INFORMATION**

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

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

Email Address: [REDACTED]

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

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

Email Address: [REDACTED]

Name of Surveyor(s): Phone:

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

Email Address:

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

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

Email Address: [REDACTED]

Name of Attorney(s): Phone:

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

Email Address:

**5. PLANNED UNIT DEVELOPMENT REQUIREMENTS**

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

Date City Council Approval: Ordinance No.:

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

**Preliminary and Final PUD Applications being submitted simultaneously.**

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

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

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

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

A. **See Attached**

B.

C.

D.

## 6. CRITERIA FOR APPROVAL

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

**See Attached**

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

**See Attached**

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

**See Attached**

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

**See attached**

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

A. **See attached**

B.

C.

D.

E.

F.

G.

**7. FINAL DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS**

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

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

A specific site plan with the following information:

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

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

***NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.***

***By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.***

**CERTIFICATION BY THE APPLICANT**

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf.

  
\_\_\_\_\_

Applicant's Signature

*December 22, 2025*

Date

**PLEASE RETURN THIS FORM ONCE COMPLETED TO:**

City of Urbana  
Community Development Department Services  
Planning Division  
400 South Vine Street, Urbana, IL 61801  
Phone: (217) 384-2440  
Fax: (217) 384-2367

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

**PROPERTY PIN NUMBERS AND LOT SIZE**

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

Note that lots are irregular shape and dimensions rounded, but square footages accurate.  
Reference graphic Site Plan for additional information.

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

**LEGAL DESCRIPTIONS**

419 W Main St:

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

PIN: 91-21-08-381-001

417 W Main Street:

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

PARCEL 1:

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

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

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

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

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

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

THE CITY OF URBANA, IN CHAMPAIGN COUNTY, ILLINOIS.

415 W Main Street:

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

PARCEL 2:

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

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

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

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

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

**REQUESTED WAIVERS.**

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

1) F.A.R.

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

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

**PARKING (No Waiver Requested)**

Parking calculation is included previously in this Application.

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

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

**BONEYARD CREEKWAY DEDICATION (Bonus Provision Utilized)**

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

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

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

**CRITERIA FOR APPROVAL – APPLICATION ITEM 6.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**BUILDING STATISTICS**

**Site Area:**

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

**Building Area:**

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

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

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

**Unit Count;**

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

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

TOTAL UNITS = 32

TOTAL BEDS = 46

Parking:

Automobiles

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

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

Bicycles

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

Provided = 16 Spaces (8 loops)

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

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

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

**PUD VS R-5 BY RIGHT COMPARISON**

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

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

MINIMUM SETBACKS  
 FRONT 15'  
 SIDE 5'  
 REAR 5'

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

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

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

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

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

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

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

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

Total Open Space area:

5,124 s.f. at the Creekway dedication

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

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

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

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

TOTAL = 9,731 s.f.

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

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



VIEW LOOKING EAST

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

Item c.



These drawings and specifications are the property and copyright of Andrew Fall, Architect and Design and shall not be used on any other work except by written agreement with the Architect. Only written dimensions shall be used. Do not scale drawings. Dimensions shall be verified on the job site. Any discrepancy shall be brought to the notice of the Architect prior to the commencement of any work.

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



These drawings and specifications are the property and copyright of Andrew P. Hill, Architect and Design and shall not be used on any other work except by written agreement with the Architect. Only written dimensions shall be used. Do not scale drawings. Dimensions shall be verified on the job site. Any discrepancy shall be brought to the notice of the Architect prior to the commencement of any work.

DREMEL- WEST MAIN STREET URBANA

PUD APPLICATION

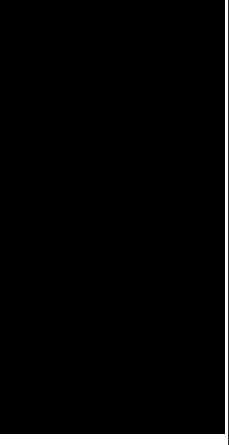
413-419 WEST MAIN ST  
URBANA, IL 61801



VIEW FROM THE TOP

PROJECT # 24101  
 DATE : 12/10/2025  
 REV/10/17/

Item c.



These drawings and specifications are the property and copyright of Andrea Falli Architects and Design and shall not be used on any other work except by written agreement with the Architect. Only written dimensions shall be used. Do not scale drawings. Dimensions shall be verified on the job site. Any discrepancy shall be brought to the notice of the Architect prior to the commencement of any work.

DREMEL- WEST MAIN STREET URBANA

PUD APPLICATION

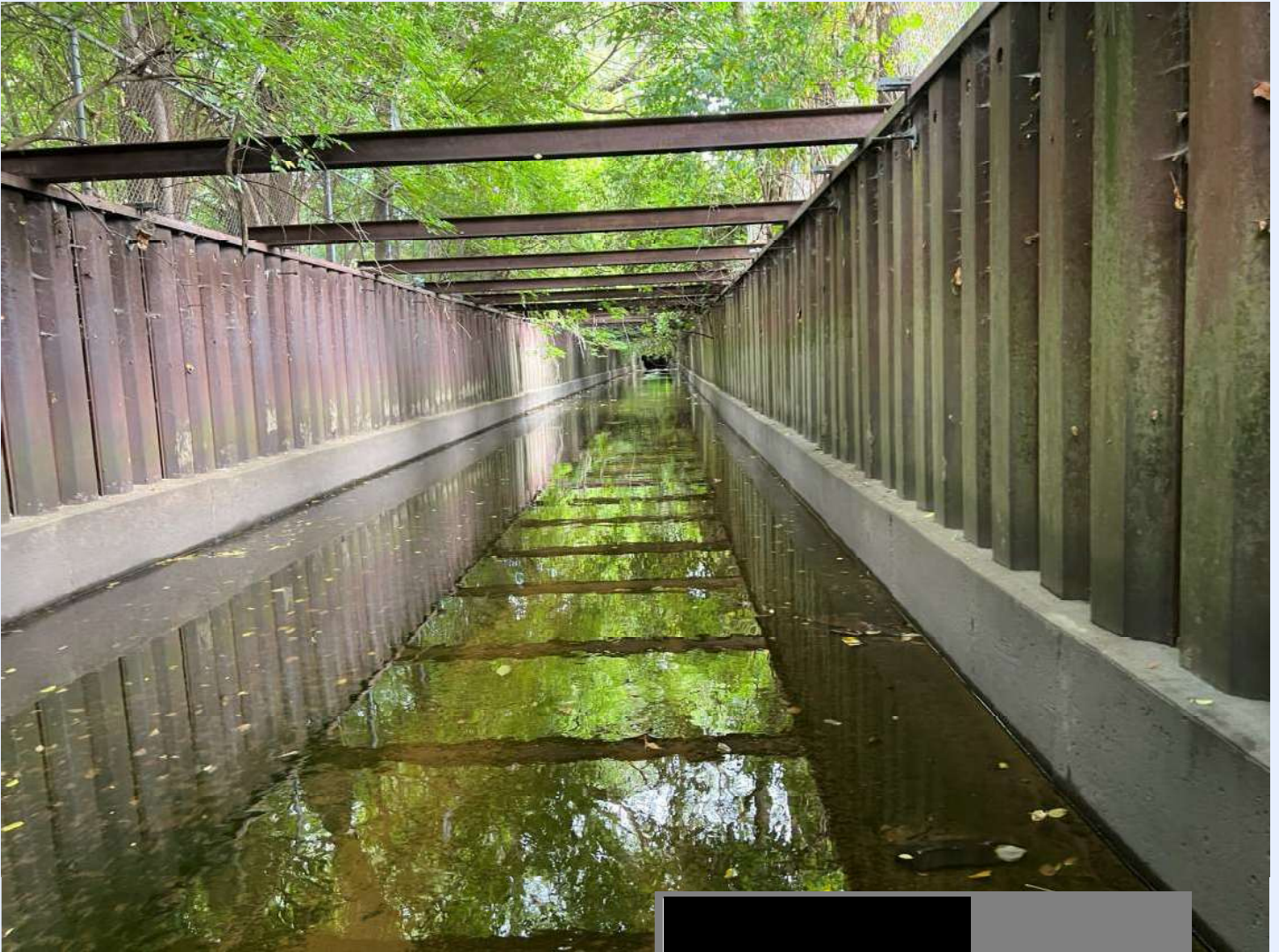
413-419 WEST MAIN ST  
 URBANA, IL 61801

Flood

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

# 413-419 West Main Street Development Preliminary Hydraulic Modeling

Urbana, Illinois





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## 1.0 INTRODUCTION

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

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

## 2.0 METHODOLOGY

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

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

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

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

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

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

## 3.0 EXISTING CONDITIONS ANALYSIS

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

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

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

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

## 4.0 PROPOSED CONDITIONS ANALYSIS

### 6.1 PROPOSED METHODOLOGY

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

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

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

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

## 6.2 DESIGN CRITERIA

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

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

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

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

*2. ....*

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

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

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

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

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

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

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

### 6.3 PROPOSED ANALYSIS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 5.0 CONCLUSION

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

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

## APPENDIX A: LOCATION MAP

# Location Map

413-419 West Main Street Development



Item c.

800 ft

Project Location

Boneyard Creek

# APPENDIX B: FEMA FLOOD INSURANCE RATE MAP

# National Flood Hazard Layer FIRMette

88°13'6"W 40°7'N



## Legend

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

**SPECIAL FLOOD HAZARD AREAS**

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

**OTHER AREAS OF FLOOD HAZARD**

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

**OTHER AREAS**

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

**GENERAL STRUCTURES**

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

**CROSS SECTIONS WITH 1% ANNUAL CHANCE WATER SURFACE ELEVATION**

- 20.2
- 17.5
- 8
- 0.83

**OTHER FEATURES**

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

**MAP PANELS**

- Digital Data Available
- No Digital Data Available
- Unmapped

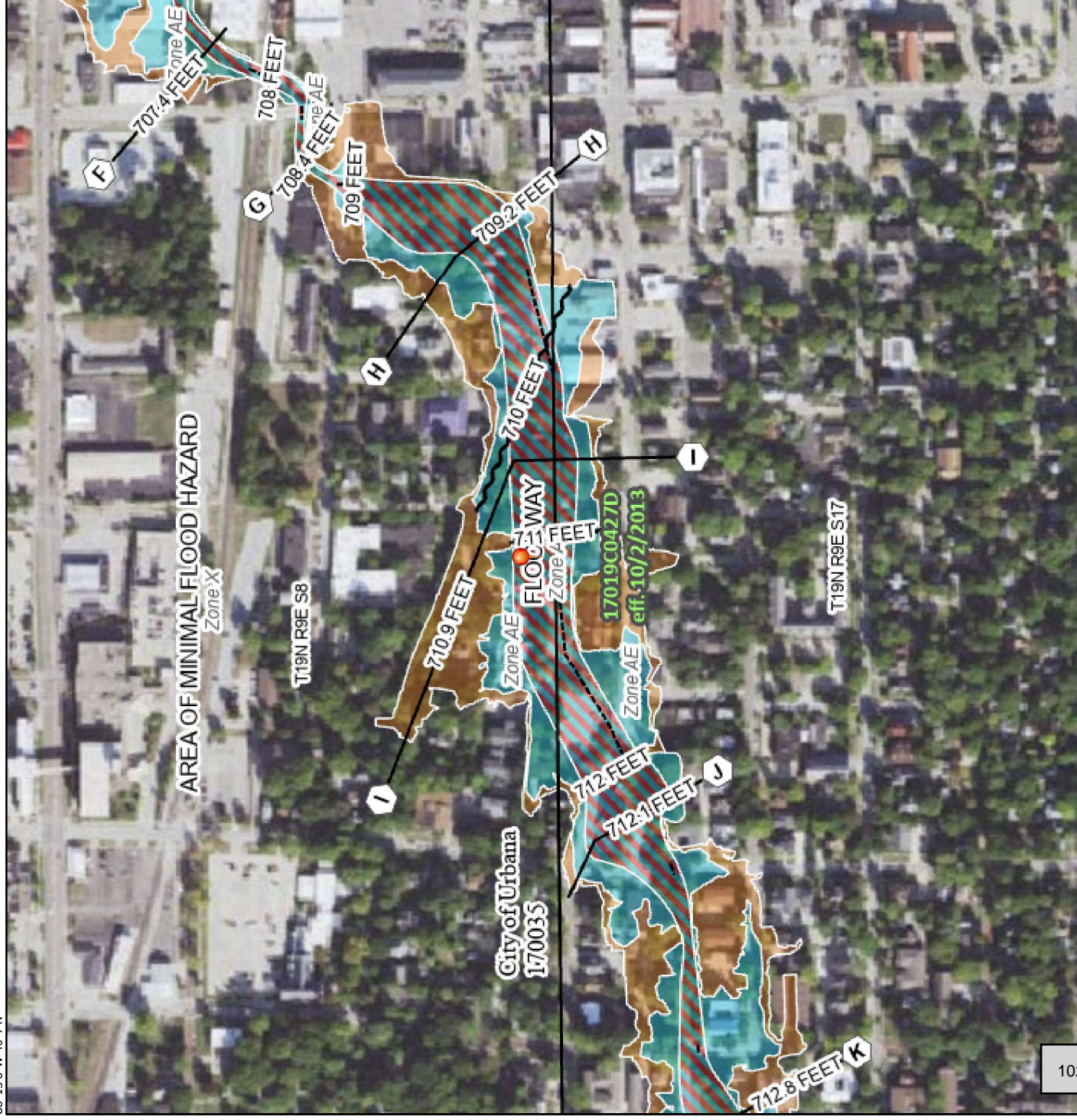
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

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

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

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

Item C.



88°12'29"W 40°6'33"N

1:6,000

Basemap Imagery Source: USGS National Map 2023



# APPENDIX C: HYDROLOGY - FIS PEAK FLOW TABLE

## Section 3.1 Hydrologic Analyses

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

### **October 2, 2013 Countywide FIS**

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

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

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

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

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

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

**Table 8 - Summary of Discharges**

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

N/A – Not applicable

# APPENDIX D: FIS FLOODWAY DATA TABLE AND FLOOD PROFILE

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

<sup>1</sup>Feet above confluence with Saline Branch Drainage Ditch

<sup>2</sup>Elevation computed without consideration of backwater effect from Saline Branch Drainage Ditch

\*Flow contained in underground conduits - no floodway defined

N/A – Not applicable

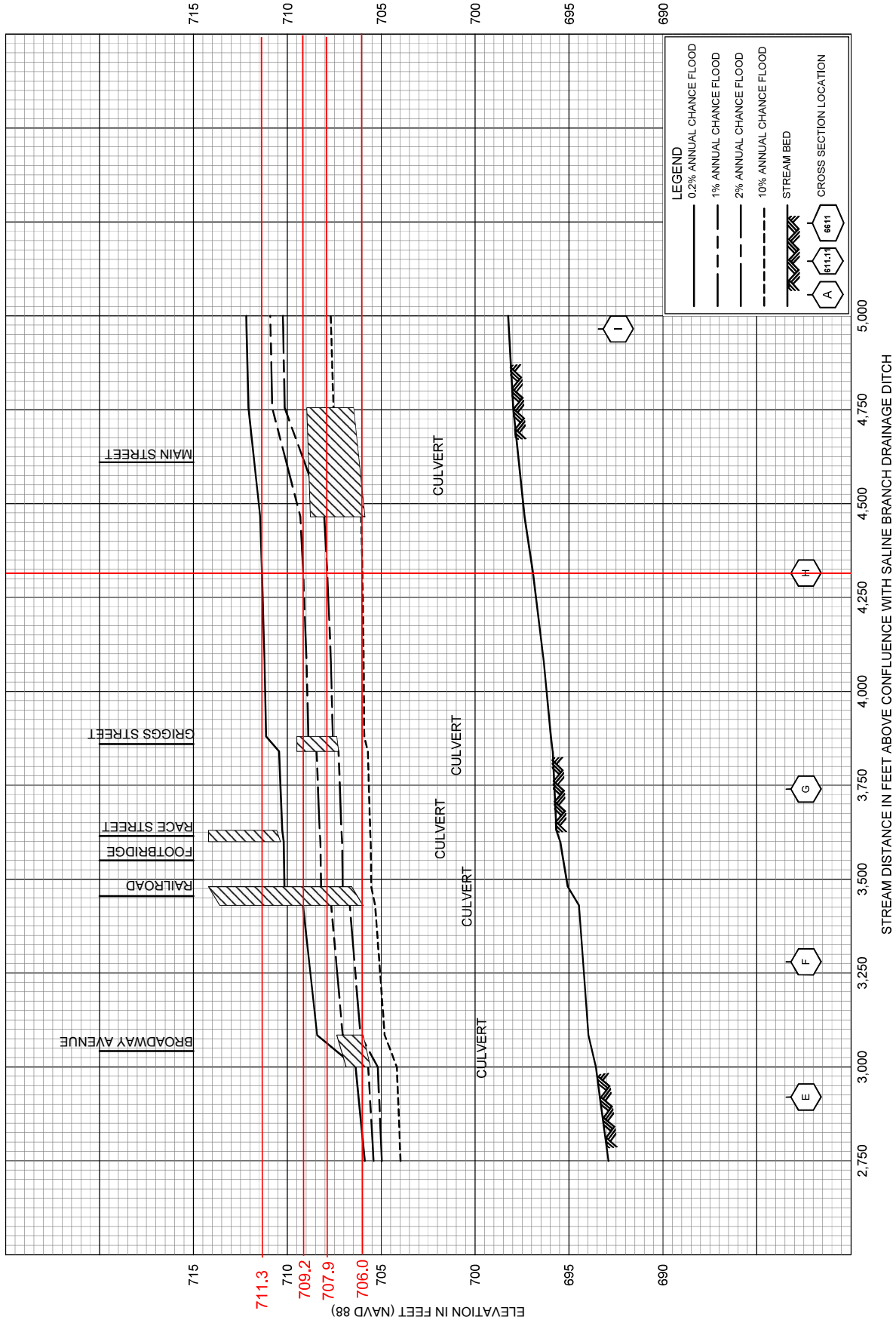
**FEDERAL EMERGENCY MANAGEMENT AGENCY**

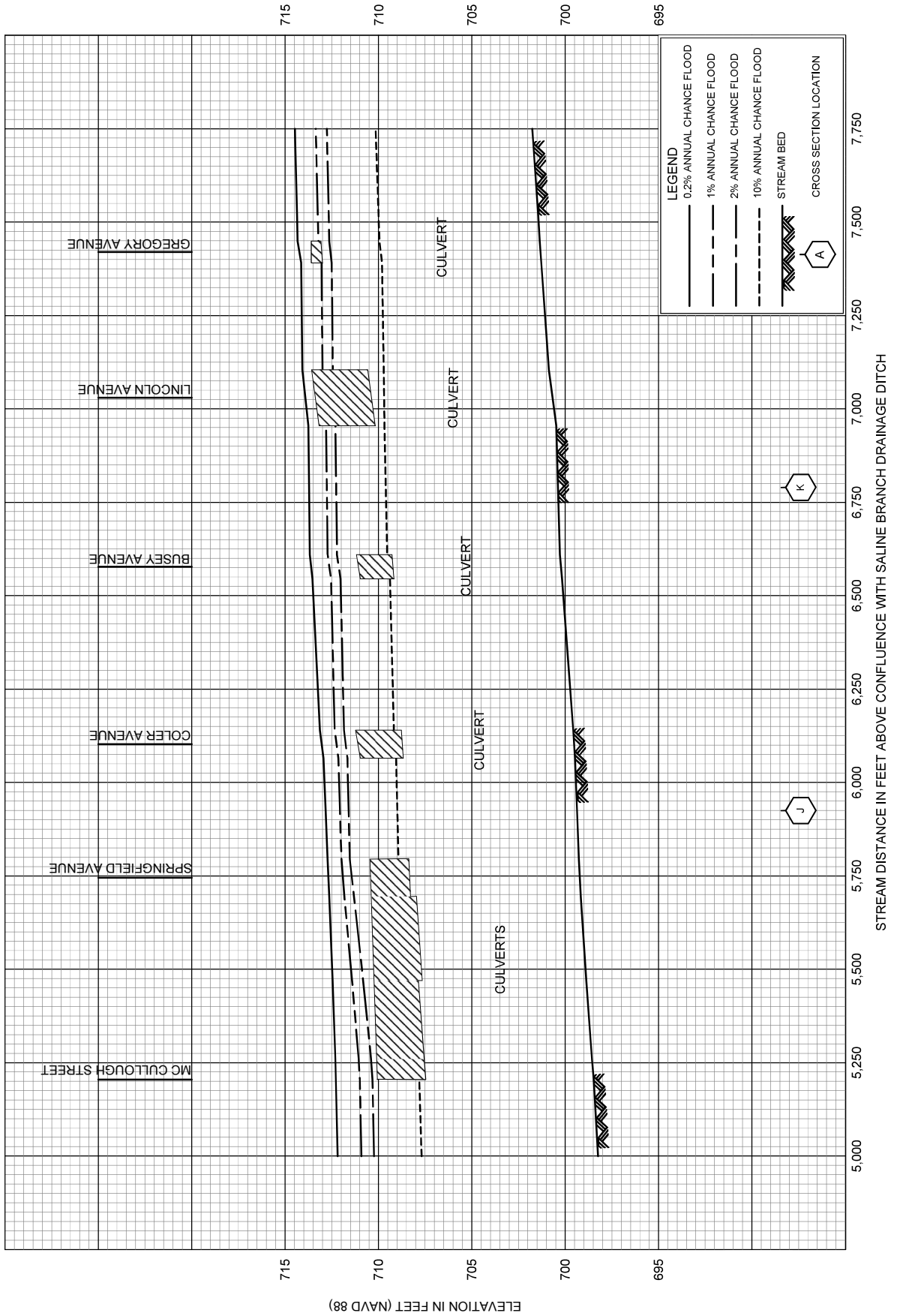
**TABLE 12**

**FLOODWAY DATA**

**CHAMPAIGN COUNTY, IL  
AND INCORPORATED AREAS**

**BONEYARD CREEK**





## APPENDIX E: PROPOSED BUILDING SITE PLAN AND FOUNDATION PLAN

Item c.

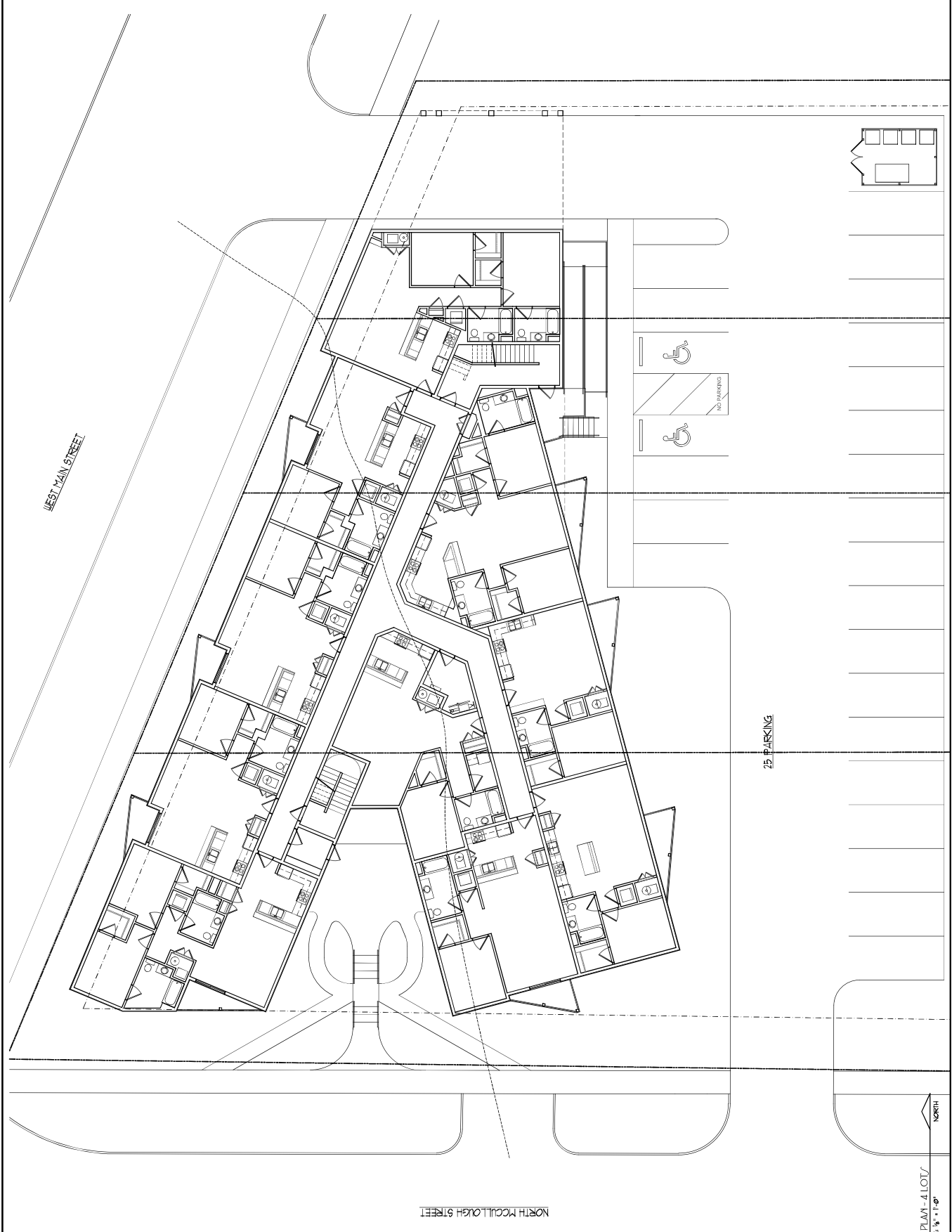
WEST MAIN STREET  
URBANA, ILLINOIS

NEW CONSTRUCTION

DREMEL - WEST MAIN STREET URBAMA

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

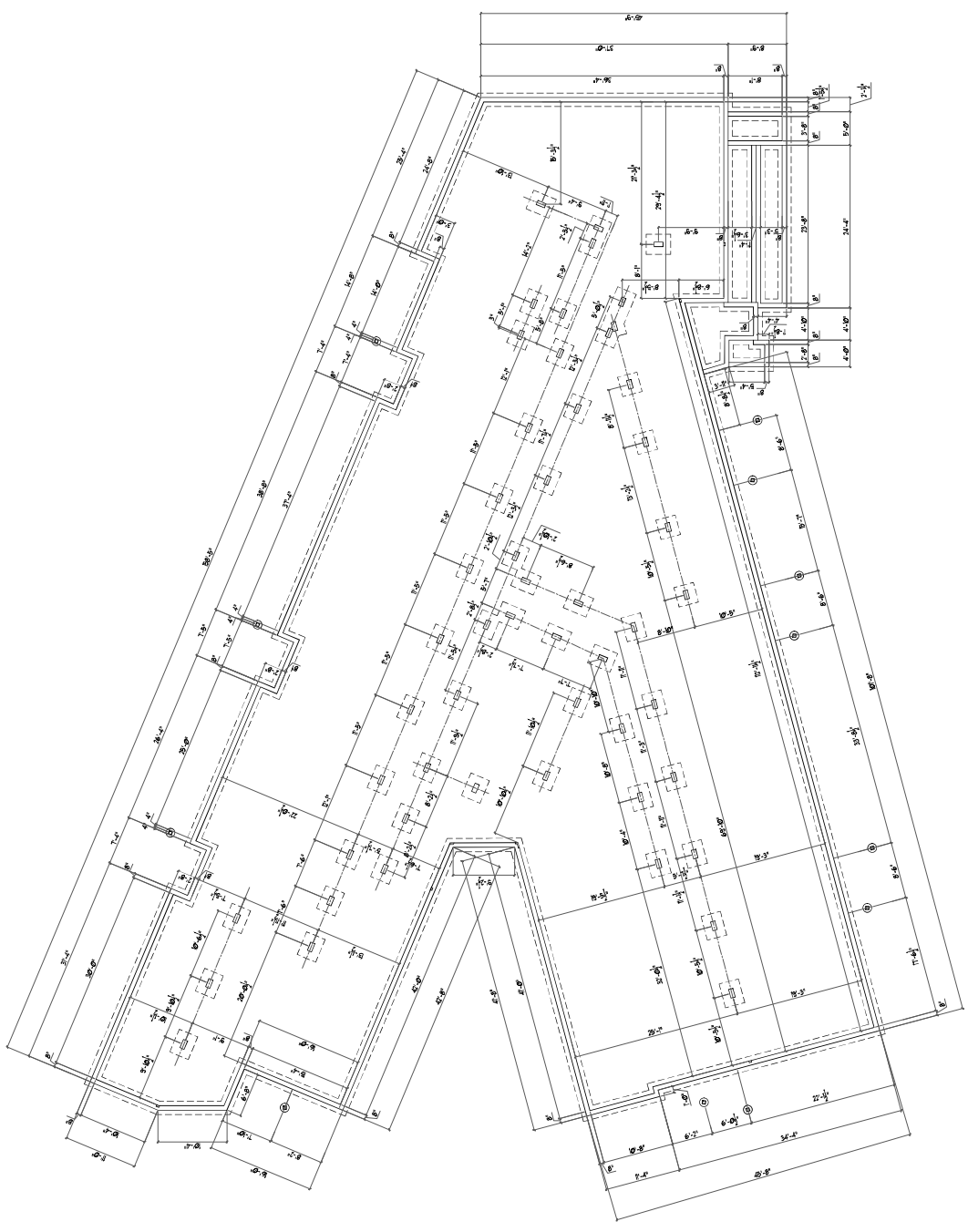
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NORTH

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

DREMEL - WEST MAIN STREET URBAMA  
NEW CONSTRUCTION  
WEST MAIN STREET  
URBAMA, ILLINOIS



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

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

CREEKWAY COMMISSIONER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

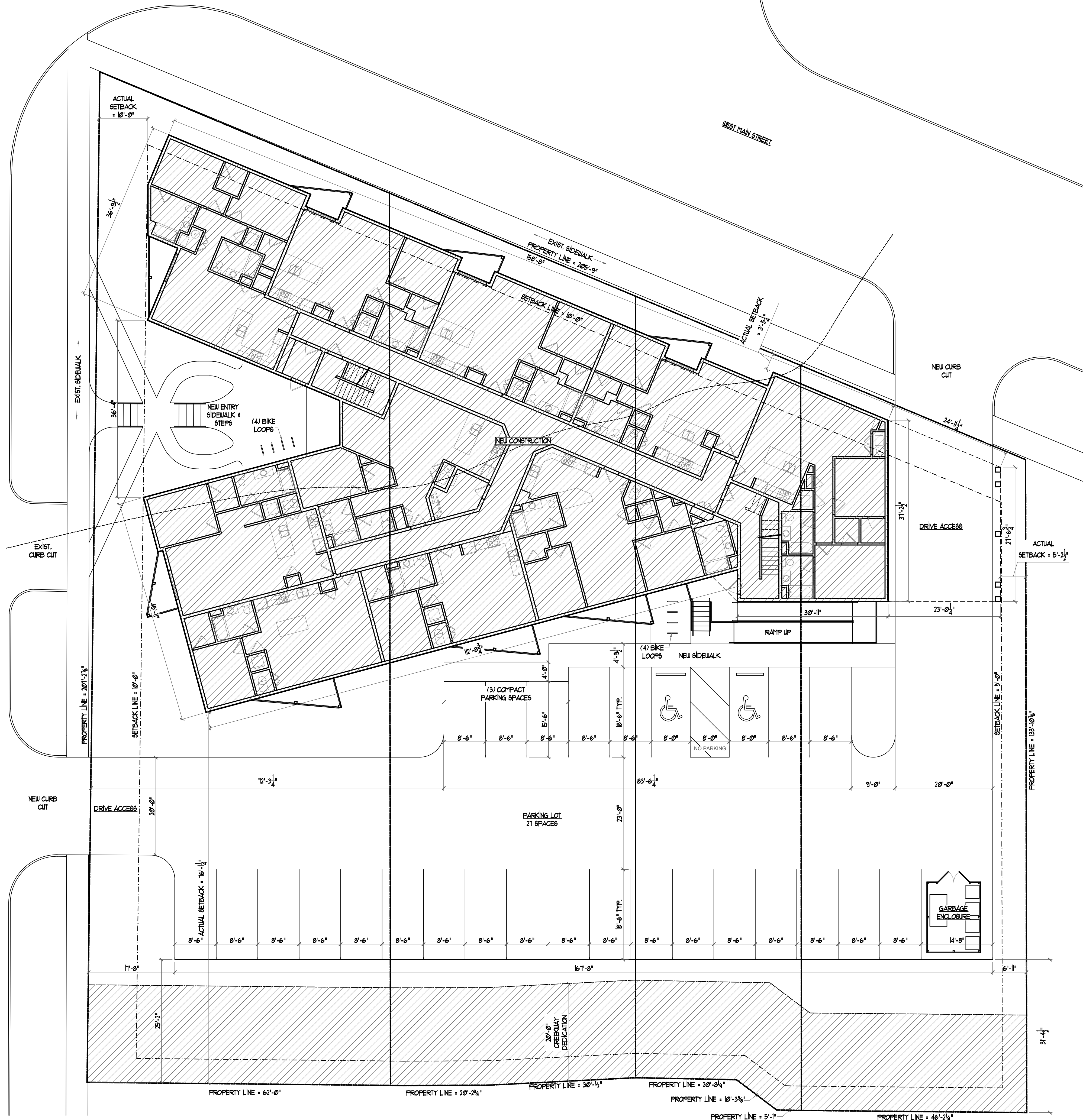
Exhibit F - Site Plan

Exhibit F

NORTH MCCOLLOUGH STREET

WEST STOUGHEN STREET

WEST MAIN STREET



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

NORTH

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

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

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WEST MAIN STREET  
 NEW CONSTRUCTION  
 WEST MAIN STREET  
 URBANA, ILLINOIS

114



Exhibit G – Site Photos and Aerial

Item c.



417 W Main Street



415 W Main Street

Exhibit G – Site Photos and Aerial

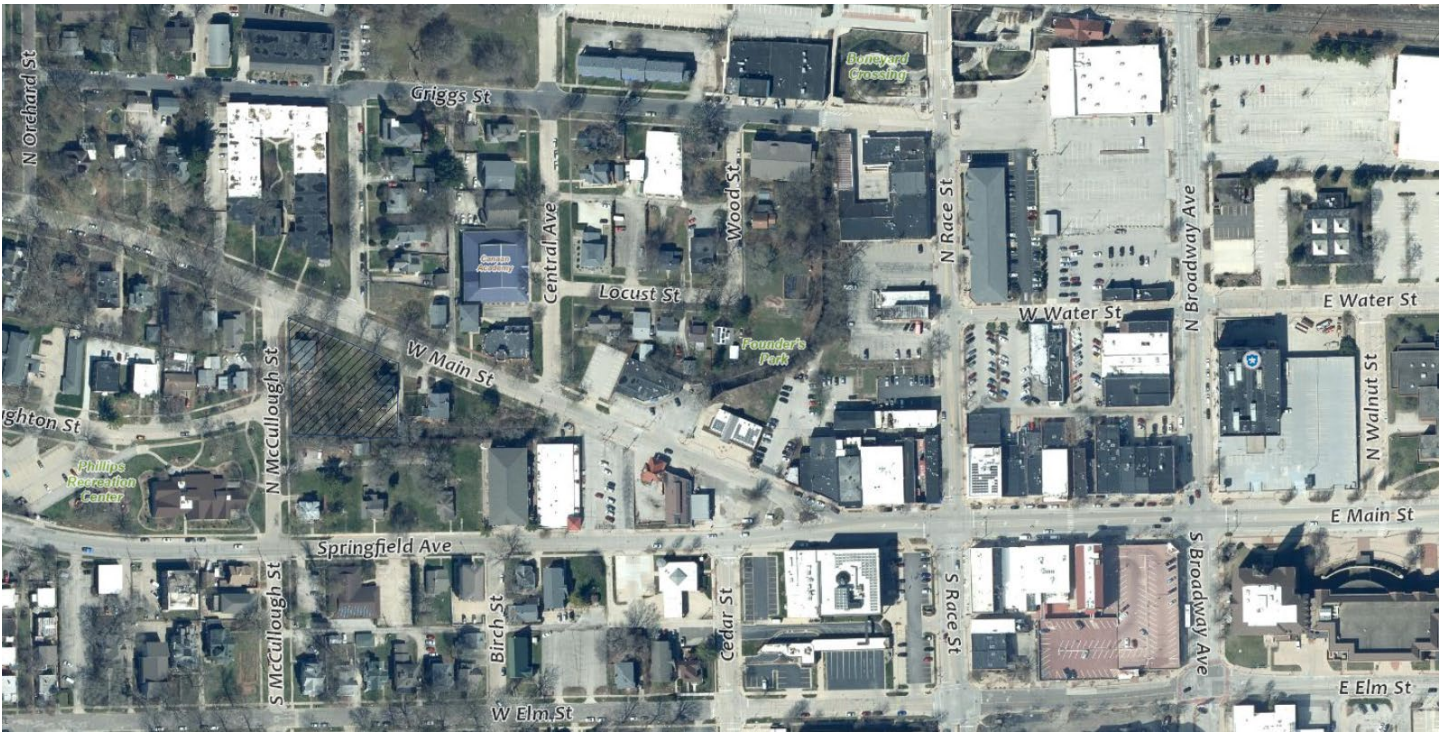
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Boneyard Creek Basin  
Along Southern Edge of Property  
413-419 W Main Street





## Place Type: Neighborhood I

---

### General Description

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

### Land Uses

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

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

### Building Form

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

### Streets & Connectivity

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

### Open Space

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

■



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

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

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

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

**PERMITTED USES:**

**Agriculture**

Agriculture, Cropping

**Business - Recreation**

Country Club or Golf Course

**Public and Quasi-Public**

Elementary, Junior High School or Senior High School  
Park

**Residential**

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

**SPECIAL USES:**

**Public and Quasi-Public**

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

**Residential**

Dwelling, Transitional Home, Category II

**PLANNED UNIT DEVELOPMENT USES:**

**Residential**

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

**CONDITIONAL USES:**

**Agriculture**

Artificial Lake of One (1) or More Acres

**Business – Miscellaneous**

Day Care Facility (*Non-Home Based*)

**Business - Recreation**

Lodge or Private Club

**Public and Quasi-Public**

Municipal or Government Building

**Residential**

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

**Table V-1 Notes:**

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

**DEVELOPMENT REGULATIONS IN THE R-2 DISTRICT**

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

FAR = Floor Area Ratio  
OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>9</sup>** – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)

**Footnote<sup>13</sup>** – In the R-2 and R-3 Districts, any lot platted and recorded after December 21, 1970, on which there is proposed to be erected or established a duplex, shall contain an area of not less than 9,000 square feet, and have an average width of not less than 80 feet. A lot platted and recorded before December 21, 1970, on which there is proposed to be erected or established a duplex, shall contain an area of not less than 6,000 square feet, and have an average width of not less than 60 feet.

**Footnote<sup>17</sup>** – Public buildings, schools, or institutions of an educational, religious, or charitable nature which are permitted in the R-2, R-3, and R-4 Districts may be erected to a height not to exceed 75 feet, if the building is set back from the building line at least one foot for each one foot of additional building height above the height limit otherwise applicable.

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

**City of Urbana**  
**Community Development Services Department**  
**Planning Division**  
 400 South Vine Street, Urbana, Illinois 61801  
 (217) 384-2440 phone | Email: [Planning@urbanail.gov](mailto:Planning@urbanail.gov)  
 City Website: [www.urbanail.gov](http://www.urbanail.gov)



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

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

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

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

### PERMITTED USES:

#### Agriculture

Agriculture, Cropping

#### Business - Recreation

Country Club or Golf Course

#### Public and Quasi-Public

Church, Temple or Mosque

Elementary, Junior High School or Senior High School

Institution of an Educational or Charitable Nature

Library, Museum or Gallery

Municipal or Government Building

Park

#### Residential

Boarding or Rooming House

Dormitory

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

Dwelling, Duplex\*\*\*

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

Dwelling, Multifamily

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

Dwelling, Single Family

Dwelling, Single Family (*Extended Occupancy*)

Dwelling, Transitional Home, Category I

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

### SPECIAL USES:

#### Business – Professional and Financial Services

Professional and Business Office

#### Industrial

Solar Farm

#### Public and Quasi-Public

Police or Fire Station

Principal Use Parking Garage or Lot

#### Residential

Dwelling, Home for Adjustment

### PLANNED UNIT DEVELOPMENT USES:

#### Business – Miscellaneous

Mixed-Use Planned Unit Development

(See Section XIII-3)

#### Residential

Residential Planned Unit Development

(See Section XIII-3)

**CONDITIONAL USES:****Agriculture**

Artificial Lake of One (1) or More Acres

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

Lodge or Private Club

**Public and Quasi-Public**

Electrical Substation

**Residential**

Assisted Living Facility

Bed and Breakfast, Owner Occupied

Dwelling, Transitional Home, Category II

Nursing Home

**Table V-1 Notes:**

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

**DEVELOPMENT REGULATIONS IN THE R-4 DISTRICT**

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

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.**Footnote<sup>9</sup>** – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)**Footnote<sup>14</sup>** – In the R-4 District, the maximum floor area ratio may be increased to 0.70, provided that there is a minimum of 2,000 square feet of lot area per dwelling unit.**Footnote<sup>17</sup>** – Public buildings, schools, or institutions of an educational, religious, or charitable nature which are permitted in the R-2, R-3, and R-4 Districts may be erected to a height not to exceed 75 feet, if the building is set back from the building line at least one foot for each one foot of additional building height above the height limit otherwise applicable.**Footnote<sup>18</sup>** – In the Multiple-Family Residential, Business, or Industrial Districts, a buffer yard and/or landscaping buffer may be required if the property is adjacent to the MOR Zoning District or any residential district, in accordance with Table VI-1 Buffer Yard, and Table VI-2 Landscaping Buffer.

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

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

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

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

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

### PERMITTED USES:

#### Agriculture

Agriculture, Cropping

#### Business - Recreation

Country Club or Golf Course  
Lodge or Private Club

#### Public and Quasi-Public

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

#### Residential

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

### SPECIAL USES:

#### Industrial

Solar Farm

#### Public and Quasi-Public

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

### PLANNED UNIT DEVELOPMENT USES:

#### Business – Miscellaneous

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

#### Residential

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

**CONDITIONAL USES:**

**Agriculture**

Artificial Lake of One (1) or More Acres

**Business – Miscellaneous**

Day Care Facility (*Non-Home Based*)

**Business – Personal Services**

Mortuary

**Business – Professional and Financial Services**

Professional and Business Office

**Public and Quasi-Public**

Electrical Substation

**Residential**

Bed and Breakfast, Owner Occupied

**Table V-1 Notes:**

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

**DEVELOPMENT REGULATIONS IN THE R-5 DISTRICT**

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

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>9</sup>** – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)

**Footnote<sup>18</sup>** – In the Multiple-Family Residential, Business or Industrial Districts, a buffer yard and/or landscaping buffer may be required if the property is adjacent to the MOR Zoning District or any residential district, in accordance with Table V-1 Buffer Yards and Table VI-2 Landscaping Buffer.

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

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

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

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

### PERMITTED USES:

#### Agriculture

Garden Shop

#### Business - Food Sales and Service

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

Café or Deli

Catering Service

Confectionery Store

Convenience Store

Meat and Fish Market

Restaurant

Supermarket or Grocery Store

#### Business - Miscellaneous

Day Care Facility (Non-Home Based)

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

#### Business - Personal Services

Barber/ Beauty Shop

Dry Cleaning or Laundry Establishment

Health Club/ Fitness

Laundry and/or Dry Cleaning Pickup

Massage Therapist

Mortuary

Pet Care/ Grooming

Self-Service Laundry

Shoe Repair Shop

Tailor and Pressing Shop

#### Business – Professional and Financial Services

Bank/ Savings and Loan Association

Check Cashing Service

Copy and Printing Service

Packaging/ Mailing Service

Professional and Business Office

#### Business - Retail Trade

Appliance Sales and Service

Art and Craft Store and/or Studio

Bicycle Sales and Service

Clothing Store

Drugstore

Electronic Sales and Service

Florist

Hardware Store

Heating, Ventilating, Air Conditioning Sales and Service

Jewelry Store

Music Store

Pet Store

Photographic Studio and Equipment Sales and Service

Shoe Store

Sporting Goods

Stationery, Gifts or Art Supplies

Tobacconist

Variety Store

Video Store

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

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

**Residential**

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

**SPECIAL USES:****Business - Cannabis**

Dispensary (Non-Medical)

**Business - Miscellaneous**

Shopping Center - Convenience

**Industrial**

Microbrewery

**Public and Quasi-Public**

Utility Provider

**PLANNED UNIT DEVELOPMENT:****Business - Miscellaneous**

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

**CONDITIONAL USES:****Agriculture**

Plant Nursery or Greenhouse

**Business – Food Sales and Services**

Banquet Facility  
 Fast-Food Restaurant  
 Liquor Store

**Business – Recreation**

Lodge or Private Club  
 Theater, Outdoor\*\*\*\*

**Business – Retail**

All Other Retail Stores

**Business – Transportation**

Taxi Service

**Business– Miscellaneous**

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

**Business – Vehicular Sales and Services**

Automobile Accessories (*New*)  
 Gasoline Station

**Industrial**

Bookbinding  
 Confectionery Products Manufacturing and  
 Packaging  
 Motion Picture Production Studio

**CONDITIONAL USES Continued:**

**Public and Quasi-Public**

Electrical Substation

**Residential**

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

Table V-1 Notes:

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

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

**DEVELOPMENT REGULATIONS IN THE B-2 DISTRICT**

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

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

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

**Footnote<sup>4</sup>** – (Reserved)

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**MINUTES OF A REGULAR MEETING  
URBANA PLAN COMMISSION**

**DATE:** May 7, 2026

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

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

**MEMBERS ATTENDING:** Dustin Allred, Will Andresen, Andrew Fell, Klayton Matlock, Bill Rose, Chenxi Yu

**MEMBERS EXCUSED:** There were none.

**STAFF PRESENT:** Olivia Jovine, Director of Community Development Services; Evan Alvarez, Principal Planner; Aimirou Sy, Planner II; Teri Andel, Administrative Assistant II

**OTHERS PRESENT:** Carolyn Baxley, Chris Berti, Melissa Brashear, Richard Cahill, Philip Grier, Adrienne Kim, Mark Nilges, Dannie Otto, Dennis Roberts, Martin Sachs, Jiadong Shen, Phyllis Williams

**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:04 p.m. Roll call was taken, and there was a quorum with all members present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

There were none.

**D. COMMUNICATIONS**

- Email Invitation from Paula Freeze for the American Planning Association – Illinois Chapter Spring Planning Q & A for Commissioners, Boards, and Staff
- Champaign County Regional Planning Commission Citizen Planner Training Guide from the April 29, 2026 training session
- Letter from Andrew Fell regarding Plan Case No. 2519-PUD-25
- Email from Pierre Albin regarding Plan Case No. 2519-PUD-25
- Email from Sarah McEvoy and Huseyin Schitoglu regarding Plan Case No. 2519-PUD-25
- Email from Jan Kalmar regarding Plan Case No. 2519-PUD-25
- Email from Kay Kirkpatrick regarding Plan Case No. 2519-PUD-25

- Email from Donald Shen regarding Plan Case No. 2519-PUD-25
- Memo from Daniel Folk regarding Plan Case No. 2519-PUD-25

## E. CONTINUED PUBLIC HEARINGS

There were none.

## F. OLD BUSINESS

There was none.

## G. NEW PUBLIC HEARING

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

Chair Allred opened the public hearing for Plan Case No. 2519-PUD-25. Mr. Fell recused himself from the case because he is the applicant. Chair Allred reviewed the procedures for a public hearing.

Olivia Jovine, Director of Community Development Services and Zoning Administrator, and Evan Alvarez, Principal Planner, presented the case to Plan Commission. Mr. Alvarez began staff presentation by stating that this is a request by Andrew Fell on behalf of DMCB Properties to permit a Planned Unit Development (PUD) at 413 through 419 West Main Street, which Mr. Fell is requesting in alignment with the R-5, Medium High Density Multiple Family Residential, Zoning District with a waiver to increase the permissible Floor Area Ratio (FAR) from 0.9 to 1.0. He said that this request began with a Creekway permit that was granted last month due to the proximity of the site to the Boneyard Creek. He reviewed the process for a PUD application.

Ms. Jovine stated that she, as the Zoning Administrator, issued the Creekway permit on April 17, 2026 along with the conditions placed on approval of the Creekway permit by City Council. She noted the location, current use, and zoning of the proposed sites and the adjacent properties. According to *Imagine Urbana* Comprehensive Plan, this is a Neighborhood 1 place type.

Mr. Alvarez stated that the proposed project is the construction of a multi-family apartment building along West Main Street in the Boneyard Creek District. The developer intends to build a three-story building with a mezzanine, bringing the structure to four stories at the western end of the building with a total of 32 units. Immediately south of the building is the parking lot and the land dedication required for the Creekway permit. He showed a rendering of the site from the northwest. The proposed development would include 19 one-bedroom units and 13 two-bedroom units. He talked about the parking requirements in the Zoning Ordinance, and he stated that the proposed development would require 27 parking spaces, which is what the plan includes. In addition, the plan also includes eight bicycle parking loops for a total of 16 spaces for bicycles, which also meets the requirements in the Zoning Ordinance. He reviewed how the proposed request relates to each of the nine criteria for approval of a PUD according to Section XIII-3.C of the Zoning Ordinance. He reviewed the options of the Plan Commission and presented staff's recommendation for approval with the following conditions:

1. That the final development plans be in general conformance with the submitted Site Plan; and

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

Chair Allred asked if any members of the Plan Commission had questions for City staff.

Ms. Yu asked why we are using the R-5 Zoning District as the baseline FAR requirement. Mr. Alvarez replied that through the Planned Unit Development, if another zoning district has appropriate guidance for the development of a site, then that type of change can be built into the Planned Unit Development process. Since there is a mix of R-4 (Medium Density Multiple-Family Residential) and R-5 (Medium High Density Multiple-Family Residential) zoning across the street, the applicant requested the City to consider the development as the higher-level zoning of R-5.

Ms. Yu asked what the difference is between Planned Unit Development versus rezoning the proposed parcels to R-5. Ms. Jovine responded that a PUD process ties approval of the future development to the proposed development as shown on the submitted site plan. Rezoning the proposed parcels would simply allow for an increase in density on that site and would not be tied to a specific development. So, anyone by right could build at that density of an R-5 Zoning District if the properties are rezoned to R-5. With approval of the proposed PUD, the City is only allowing the applicant and the application as presented to be built at this density.

Mr. Rose asked for clarification on an FAR of 0.90 versus 1.0. Mr. Alvarez explained that the FAR is a ratio of the amount of developed building space over the space of the whole site. It is used as guidance for density. He stated that the total combined footage of the four lots is 32,200 square feet, and the design plans for the proposed building is 32,273 square feet. The area of the building divided by the area of the site would be 1.0. Since the requirements for R5 is 0.9, that would equal a gap of 3,293 feet, so the building would have to be smaller. There would be fewer units and just the implications for the economic viability of the site.

Ms. Jovine noted an error in the written staff report regarding the square footage of the subject parcels. On the first page under Background, it incorrectly states the square footage of the site as 25, 590, but in fact it is 32, 200 square feet.

Ms. Yu ask for clarification of what is meant by “coordinate with the architectural style within the development and the surrounding neighborhood”. Ms. Jovine explained that the proposed structure will be three stories and then rise to four stories on the west end, but that is only a result of a mezzanine. Directly across the street there is a three-story brick apartment building called “Element on Main.” It has a flat roof instead of a slightly pitched roof as is presented in the proposed design. However, there are residential properties directly adjacent to the subject site at medium density which is one of the main reasons why staff felt that it would be consistent with the architectural style of the surrounding area. It is also a fringe neighborhood being on the outskirts of downtown, which means that it is directly adjacent to the B-4 (Central Business) Zoning District, which allows for a very high density and allows for buildings as tall as you can go in Urbana. So, there is consistency with the surrounding built environment. She added that the main reason staff feels that the proposed development meets criterion #7 is the three-story residential structure located across the street.

Mr. Matlock asked what the difference is in height restrictions between an R-2 Zoning District and an R-5 Zoning District. What is the height of the proposed structure? Is the height of the proposed structure relevant? Ms. Jovine replied that the maximum height allowed in both the R-2 and in the

R-5 Zoning Districts is 35 feet. She pointed out that the Creekway permit was approved with a bonus provision for an additional 12 feet of height. The height of the proposed development would be 47 feet.

Chair Allred asked if all of the criteria need to be met to approve the request for a PUD. Ms. Jovine stated that it is staff's interpretation of the Zoning Ordinance that the criteria are general considerations and is meant to be flexible to provide a balanced development, especially since each PUD is unique and will differ greatly from one case to the next. She noted that City staff feels a general consistency with the criteria will be met as 6 of the 9 criteria are deemed in conformance.

Ms. Yu asked for clarification on "environmentally sensitive areas ..." in criterion #9. Mr. Alvarez said that the way that the plans elevate the site to where it stands an inch over the 100-year flood plain would allow water to flow unimpeded rather than resorting to another method like a detention pond. This is why staff feel that the proposed development would meet the criteria for being harmonious with an environmentally sensitive area.

Chair Allred stated that the Plan Commission has never dealt with waivers for PUDS. The Zoning Ordinance talks about waivers in the context of subdivisions with regards to standards for public improvements. He asked staff to expound on this. Mr. Alvarez said that it would not be considered a traditional waiver as the term is used in the Zoning Ordinance. It is mostly meant to acknowledge that the FAR maximum for the R-5 Zoning District is 0.9, and this is an exception being requested as part of the PUD process for this case. Ms. Jovine added that if we choose to request that the proposed PUD be developed in general conformance with an R-5 zone, then we would be adding a layer of control on the project that the applicant did not necessarily request. So, we would be ensuring that the setbacks and other development regulations that would apply in an R-5 zone would apply in this case with the slightest modification of FAR to allow for that additional 3,000 square feet.

Chair Allred commented that several of the communications received mentions that the proposed parcels are located in a historic district. He asked staff to clarify this. Ms. Jovine said that she would need to research this before giving an answer.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant's representative to approach the Plan Commission.

Adrienne Kim approached the Plan Commission on behalf of the applicant. She complimented staff on the good presentation for their request. She would be happy to answer any questions that the Plan Commission members may have.

Chair Allred asked for a summary of the type of questions they were asked at the open house and if there was anything that was done to address those questions? Ms. Kim recalled the following questions:

- *Would the proposed development block sunlight on the neighbor's house to the east?* They researched this and found that the neighbor's house is a little south of the proposed development, so the only time that sunlight would be blocked is probably going to be the peak of summer at sunset. Everyone agreed that this would be a non-issue.
- *Would the applicant consider an amenity to the location of bicycle parking on the subject site?* The applicant and others discussed options and talked about putting the bicycle parking on the

southwest corner of the building. This is where covered bicycle parking would best be located without blocking any windows.

- *Plans for the floodplain?* The applicant plans to construct the building one inch above the floodplain. The civil engineering firm they hired found that with the foundation and with the amount of land that the development would take up, they would be raising the flood elevation by an inch. She noted that the applicant is planning on raising the building four feet higher to be above the floodplain and flood elevation point.

Chair Allred invited other audience to speak.

Dennis Roberts approached the Plan Commission to speak. He stated that he has had a long interest in development along and adjacent to the Boneyard Creek. One of the things that he finds favorable about this presentation is that the developers are willing to dedicate 20 feet along the Boneyard Creek. This is important to him because he hopes to retain the image or the vision of completing the Boneyard Creek pathway and beautification multi-use path along Urbana's section of the creek, as has been done in the City of Champaign, campus town, and all points west. The fact that the City of Urbana has not been able to develop beautification, except for one section of the creek, for 12 to 14 years ago is a sad aspect of community life, but these projects require funding and grants.

He stated that there are aspects in the proposed PUD that he has great concern about. He mentioned that he is also interested in historic preservation in the sense that the older buildings in our community define the character of Urbana when it was originally developed significantly after the fire that occurred around 1872 or 1873. At that time, the city became a brick and stone facade on Main Street. It no longer had very many wooden structures. Development that occurred in the early part of the 1900s creates a significant image of what the downtown represents to not only the community but to visitors to the community. So, recently the Historic Preservation Commission proposed, and City Council agreed that Downtown Urbana is a historic district. Previously, the entire length of Main Street was proposed to be a historic district street, but unfortunately for the lack of a single vote or a single participant among the property owners at the time only the farthest west section of Main Street became a historic designated area. Since that time, Canaan Baptist Church, which is in the middle of West Main Street, has become a local historic landmark approved by the Historic Preservation Commission and the City Council. He stated that when he looks at what makes Urbana unique, it is visually the older style buildings along Main Street and the handsome homes that go up West Main Street.

He said that while he would really like to see development on Springfield Avenue and on Main Street along the Boneyard Creek, he thinks it is very appropriate to build a multi-story building next to the Boneyard Creek. However, he does not find that the design of the proposed development resonates in any way to being considerate of the proportions, the architectural feeling, the rhythm of buildings, peers, detailing, window treatment, and color relates to any building in the Downtown Urbana Historic District. He asked if the Plan Commission ever looked at visual harmony in the community. Does the Plan Commission think about what aspects of the proposed development contain some of the material constructional aspects of some of the historic facades in the buildings in the downtown area and along Main Street.

Chris Bertie approached the Plan Commission to speak. He stated that he is a retired professor of art at Parkland College. He has lived in Urbana since the mid-1980s. He mentioned that the Main Street residents worked hard to get their street downzoned from R-5 to R-2 to respect the historic

properties on the street and to prevent further encroachment from large apartments. The proposed new development is too large and too dramatic for the area. The historic Plan Commission worked hard for many years to get that R-2 zoning. They felt it was important.

Mr. Bertie stated that the proposed development has nothing in common with the neighborhood other than the fact it has got windows and a roof. When you walk through older neighborhoods in Urbana, it enriches your life. He stated that he considers the subject parcels to be part of the historic district. He believes this type of building would be perfect one block north along Griggs Street. It would enrich that neighborhood and the downtown area. Another location that would be perfect to locate the proposed development is on Race Street where the City just invested money. He implored the Plan Commission to not change the zoning for these reasons. He asked the members of the Commission, if you live on a street and are a homeowner, how would you like to have the proposed development on your street?

Phyllis Williams approached the Plan Commission to speak. She said that the Zoning Map would seem to justify rezoning the subject parcels from R-2 to R-5 because properties directly north, northwest, and southwest are zoned R-4 and R-5. The zoning does not reflect the reality of the neighborhood as older apartment buildings in this area are not built to the maximum allowed by zoning, which have increased in density and decreased in parking open space and setback allowances over time. The existing apartment buildings observe the average setback on the block preserving the vistas of the neighborhood. The description of the existing site indicates apartment buildings to the west and to the east of this site. These are actually older homes that had been converted into apartments in response to the World War II housing crunch around the University of Illinois. As such, they blend with the surrounding neighborhood seamlessly.

She noted that 413 West Main Street retains high integrity to its original design, and 419 West Main Street lost its front porch several years ago. Yet, it retains its basic footprint minus porches which were drawn in the 1909 Sanborn fire map. The apartments, which do exist in this neighborhood, are true two- and three-story older apartments with no balconies or are converted older homes cut into apartments. The landmark apartments, now called Element, located at 502 West Main Street are set back on the south and east sides as well as set back from 506 West Main Street by the underground parking garage and landscaping. It sits in the footprint of the old Busey mansion which burned. The only similarity between Element and the proposal apartment development is four walls and a roof.

Ms. Williams stated that granting R-5 zoning would create an R-2 island from 411 West Main Street to Patterson Parklet. Instead of Main Street being the treelined corridor when leaving downtown, the proposed development would cause old trees to be removed and would irreparably damage the trees which remain due to construction compaction and root pruning with building within three feet of the sidewalk to produce a welcoming grass shoulder.

She said that a gift of 20 yards [20 feet instead of yards] of Boneyard Creek access path is no real gift. The applicant could not build on that strip anyway. Those who have tried have experienced cracked and heaved concrete. All pedestrian amenities in this proposal are focused on North McCullough Street and the west entry to the complex with 10-foot front yards. All other buildings along this corridor face Main Street and pedestrian access is best served for Main Street.

Ms. Williams stated that the R-4 zoning is a step down between R-5 Zoning District. The R-4 Zoning District has worked for the 800 block of West Main Street with the Gather development

with the apartments being set back from the abutting R-2 Zoning District along Main Street and by having fencing and parking with lighting sensitive to dark skies. There are no balconies. The noise from the open-air hot tub in the R-5 portion is the only complaint. To protect the historic homes in the West Main Street corridor from the proposed development, the R-3 (Single- and Two-Family Residential) Zoning District would provide more sensible development regulations. City staff use of the phrase “generally consistent in conforming to PUD goals” is not a ringing endorsement. She asked what is the hurry? Why two approvals (preliminary and final) in one meeting? She urged the Plan Commission to send this project back to the drawing board. She said that the hardworking stewards of Main Street deserve better.

Carolyn Baxley approached the Plan Commission to speak. She stated that she has been a resident of West Main Street since 1981. She is also an 8-year veteran of the Plan Commission, so she knows how difficult it is to have differing opinions about a project. She asked in what planning universe is it okay to jump from R-2 to R-5 zoning? It never would have happened during the eight years that she was on Plan Commission. It is a huge increase skipping over R-3 and R-4 zoning and jumping right to a high-density project in the middle of what is essentially a single-family neighborhood except for the Element apartments. The Element took out the most significant house (the Busey Mansion) in Urbana, which is why the rest of the neighborhood was so adamant to get the neighborhood downzoned from R-5 to R-2. Now, the proposed development is talking about reversing everything that we tried to do, and you're plopping an R-5 development right in the middle of our neighborhood. It is not right. It is not good planning. While she agrees that it would be wonderful to have more density near Downtown Urbana, there are other locations in the City that would be far more appropriate for this type of development as previously noted by Mr. Berti. She urged the Plan Commission to urge the architects and the owners of the subject properties to consider other locations and not threaten what the West Main Street residents have worked so hard to protect on Main Street.

Marty Sachs approached the Plan Commission to speak. He stated that he also lives on West Main Street. Many of his neighbors have already said most of what he wanted to say. One issue that jumps out at him is parking. He wondered if there would be an extra charge for a parking space. Chair Allred explained that the petitioner would have a chance to respond at the end. Mr. Sachs stated that there would be fewer parking spaces than the number of people that will live in the proposed apartment development. Parking will be a major issue, especially if the owner charges for parking.

Richard Cahill approached the Plan Commission to speak. He mentioned that he was on the Historic Preservation Commission with Mr. Rose when West Main Street became a historic district. It was a contentious meeting over a math rounding error. At that time Canaan Baptist Church and St. Patrick Catholic Church opposed the district. He and others on the Historic Preservation Commission would walk down West Main Street, and there was character in the neighborhood.

He said that the proposed development is a nice-looking building, but it does not belong on West Main Street. It is going to totally take the character away from West Main Street. He urged the Plan Commission to say no to this plan and ask the applicant to go back to drawing boards and put this development in another location, such as on Griggs and Race Streets.

With there being no additional input from the audience, Chair Allred asked City staff to reapproach and address concerns expressed by the public.

Ms. Jovine and Mr. Alvarez reapproached. Ms. Jovine stated that the West Main Street historic district boundary runs along Springfield and concludes just behind Firestone Tires. So, 413-419 West Main Street is not inclusive in the historic district.

She stated there are additional limitations to construction due to the 100-year and 500-year floodplain, which predominately covers the majority of the proposed site. Any future development would be significantly hindered by the realities of constructing in the floodplain. This particular project would be elevated a foot or more above the base floodplain elevation, which means that there will be a concrete slab, pillars, and then a foundation wall running along the exterior. It will be somewhat impervious to flooding. While the final design is not completely confirmed yet, the understanding is that water could flow into the space under the building and then out and be unimpeded to the Boneyard Creek or to whatever other drainage storm water management system that is presented on the site. This introduces quite a bit of additional cost. So, in order to make the development feasible from an underwriting perspective, the added density has been requested that was specifically outlined in the applicant's proposal and is a reality for these particular parcels whether the City moves forward approving the proposed PUD or with any future development in this area. The floodway will remain a design constraint for those parcels.

Ms. Yu asked what extent the Plan Commission has to ask for a better design that would be compatible with the neighborhood? So many people spoke in opposition to the design of the proposed development. She believed that applies to Criterion #7. Ms. Jovine replied that the Plan Commissioners are welcome to make motions for additional conditions on approval. Mr. Alvarez added that the Commission has the ability to suggest changes or conditions as they forward this case to City Council. The changes could be things like numbers or more concrete requirements. In terms of more qualitative parts of the building, theoretically, there is nothing in the Zoning Ordinance that does not allow the proposed development as designed. He pointed out that the ability to design a building by committee is not the purpose of the PUD process. Ms. Yu stated that she is talking about how the design fits into the character of the neighborhood. The public speakers asked for a continuation to request that the applicant redesign the project. Is this something that the Plan Commission can recommend? Chair Allred stated that this is getting more into discussion amongst the Commission. City staff presented the options of the Plan Commission. Ms. Jovine stated that the case does not have to be voted on at this meeting. It could be held in discussion.

Chair Allred asked for clarification with regards to setbacks if the proposed PUD is approved with the condition that it adheres to the R-5 development regulations with the exception of Floor Area Ratio (FAR). The setback requirements in the R-5 Zoning District would apply, correct? Mr. Alvarez said that is correct.

With there being no further questions for City staff, Chair Allred invited the applicant to reapproach and respond to some questions and concerns expressed by the public.

Adrienne Kim, of Fell Architecture & Design, and Melissa Brashear, real estate broker, approached the Plan Commission. Ms. Brashear explained that as a real estate broker, she sees a housing deficit that they would like to address with the proposed development. She feels that the proposed building is a master class of Mr. Fell, and it marries nicely Downtown Urbana to the campus area. She said that she would be open to using different colors, if that would help the proposed building fit into the character of the neighborhood more. She thanked the audience for their comments.

Ms. Kim reiterated that the cost to build on these lots would be very high. The developers have put forth a lot of money into the flood study. If somebody were to develop these parcels individually, they would also have to do the same thing. They would have to put money into performing a flood study. Three out of the four parcels are fully in the floodplain, and they would have a difficult time with that. They would not be able to have a basement. They would have to build their first floor about 4 feet above grade.

She explained that one way they are mitigating being in the floodplain is by designing the foundation to allow water to flow in and back out the other side. This is not a very affordable option for a building that is on a much smaller scale. So, these parcels would not be able to be developed unless they were developed more economically, which means a larger building. If the building were to be redesigned, they would need to give the civil engineer a new foundation design for the engineer to base their entire study around. Engineers use the design of the building to calculate what the impact would be on flooding.

Ms. Kim said that she is used to creating a lot of variety of different developments. Many that they do in Champaign and Urbana are student housing. This generally means squeezing in as many units as possible, and they are one-unit apartments that are about 550 feet, which is a puzzle. With the proposed development, we were able to design units that would be larger to attract graduate students and young professionals and would be a lot nicer than their standard ones. The building would be Y-shaped, which is a way to create a more interesting building. Generally, we get to do a double loaded corridor and stack as many units in as we can; as many bedrooms as we can. To make this economically viable, we would need more units. So, jumping from 0.9 FAR to 1.0 would provide about five more units. She pointed out that the slope of the roof is a design option that they wanted to do to make the building more visually interesting. So, the roof will slope up and that will allow them to put in lofted units which are another unit type that they thought would be a nice addition. These are designs that they are not usually able to do these days because of economics. As designers, this was a fun building to design, which they do not usually get to do anymore because buildings are so expensive.

She talked about the lot on Griggs Street. She mentioned that someone came to them wanting to develop the lot. They have not even put boxes on yet because it has not been economically viable for the owner. So, she anticipates most people will have the same issue.

She pointed out that they would be meeting the requirements for parking according to the Zoning Ordinance. The neighbors obviously think that there would not be enough, which is something that they can consider; however, the dedication of 20 feet to the City along the Boneyard Creek limits their ability to provide additional parking.

Ms. Kim pointed out that they did the building at 408 West Green Street. They would be using the same materials on the proposed development. She encouraged the Plan Commission to think about people who cannot afford places to live because there is not enough housing stock. While she would not say that they are providing affordable housing, she would say that providing more housing allows housing to become more affordable over time. If it continues that there is less development over the years, it will continue to get worse for everybody. She stated that the City of Champaign recently conducted a housing study and concluded that there is a housing shortage in Champaign. They have been working to find ways to increase the housing supply there. She said that she believes there is a similar situation for Urbana and the amount of development that we have not done in Urbana is a good indicator of that as well.

She stated that she understands that she is not going to appeal to everybody, but I did want to give a little more perspective as an architect, as a younger person in the community about not having enough housing in the area.

Ms. Brashear stated that she is excited to get this project off the ground, and they appreciate the Plan Commission's support and ideas on it.

With no further comments, Chair Allred closed the public input portion of the hearing, and he opened it for Plan Commission discussion and/or motion(s).

Mr. Rose stated that his opinion is that the intent for Criteria #4 and #8 are to ensure that the PUD addresses public and private open space. The idea is to make sure that this is not a closed community, but instead it is one that is welcoming and open. These are reddened because these two criteria probably do not envision that a project, such as the proposed development, would be in a location where it is called upon to actually do what the criteria is intended to do. In other words, the fact that #4 and #8 get reddened does not reflect on the proposed project being unwelcome to the public. Instead, it reflects on the fact that an ordinance has been put in place where the more ordinance itself rather than the PUD opens the project to the public.

He thanked the public for their input. He believes it goes towards Criterion #7 to coordinate architectural styles, building forms and building relationships within the development and the surrounding neighborhood. If we look at this in pieces, then styles, forms, and relationships all deserve serious consideration.

Styles may have to do with facade treatment which is probably quite variable. Forms have to do with density and are obviously a lot less malleable on the site. Building relationships is the critical one that the public has brought up here, and this is a site that is pulled in several directions.

He recalled during his tenure on the Historic Preservation Commission that within a historic district, a proposed project should be shown in streetscape. That is, it should be able to be viewed when decisions are being made by the public and by commissioners. The context should be provided in a historic district. He believes that there is a concern for the historic nature of the neighborhood such that it would be a valuable gesture on the part of the architect and applicant to address the public by showing the streetscape in which this building would exist.

Mr. Rose continued to say that the Plan Commission is called on to make a decision regarding the criteria for approval of the PUD. We can bring our own judgment to the staff's recommended position on this. but I just wanted to say that the two criteria in red have a peculiar instance in this case that he does not think reflects poorly on the project. He feels that what has been brought up has to do with Criterion #7.

Chair Allred added that when he asked the question about the waivers earlier, so the history of PUDS in general is that they come out of the need to build better subdivisions. So, some of the criteria that are an odd fit are actually things that make more sense when you are developing a residential neighborhood. The inclusion of a variety of public open space, recreational facilities, greenways, trails, these kinds of things is not something that is so applicable to an infill development in a dense urban part of the city or adjacent to the densest urban part of the city. This is something

important to keep in mind when looking at the criteria and wondering why they do not make sense, or they seem hard to apply to the particular development type that we are looking at.

Mr. Matlock expressed his appreciation that the design team and the developer are local. He feels they have extra equity in our neighborhood and in our community to build more houses for our housing shortage. He also appreciates learning that the size of the apartments was considered and that they are not packing in as many units as possible in order to try to make as much profit as possible. He feels there is a quality concern to addressing housing. He stated that any property can become unsightly as well. So, although most of the discussion has been about the overall appearance of the property, he feels there is just as much of a chance for one of these existing properties to become unsightly or a neighborhood eyesore that we would also be talking about.

He thanked City staff for their research and for their presentation. It was a very comprehensive presentation.

Ms. Yu said that Mr. Rose had already talked about Criterion #7. She stated that she and the public are concerned about it. She would like to continue this public hearing to see something presented to us that is more in the nature of the surrounding neighborhood. She said that at this time, she cannot agree that the proposed PUD requests meet Criterion #7, so this is a hard no for her at the moment.

Chair Allred stated that the challenge for me with that idea is that there is not a consistent architectural style that applies to the neighborhood. As Mr. Rose said, building form gets to the question of density, which is a factor in building height, massing, and setbacks. If you look west, the parcels that have older homes look different. However, we can also go in other directions and find very similar buildings that have very similar development types that have similar form and even similar architectural style or architectural features. Then, there are relationships, which vary where you look. He feels this neighborhood is a zone of transition from taller buildings with B-4 zoning in Downtown Urbana to an area that has more historic, detached single family homes with R-2 zoning. This area also generally contains a mix of other development types. So, the proposed PUD makes sense as a transition.

He said that he did not know if he could support the idea of continuing the case for another two weeks without really clear guidelines about what kind of architectural style and what kind of form and what kind of relationship. Leaving it up to someone to look at the existing neighborhood, we could easily end up with the same development proposal that is before them now. He does not feel comfortable trying to design a building or answer those questions, because they are not a design review commission or a design review board.

Mr. Rose stated that this site is pulled in many directions; and as Plan Commissioners, training has told him that the Commission's primary job is to have the proposed project be as cognizant as possible of its neighbors. Public comments that were heard earlier are from neighbors to the west. As Chair Allred pointed out, it is pulled in several directions with part of the city from the south and part of multifamily from the north. We can look at it economically as well, but it also addresses the fact that it is in the floodplain. As a preservationist, he is challenged to try to address the question that the architect/petitioner addressed, which is "what kind of building could be a new building". Some people said another location would be better for the proposed development. His question is what would provide a bridge from a historic district to the downtown area. He said that he has difficulty imagining just what that might be. Therefore, he does not have a hard no on this project.

Chair Allred asked how long the two vacant lots have been vacant. Mr. Cahill responded that they have been vacant for 15 years; however, they have not been on the market for sale.

Ms. Yu pointed out that the façade of 408 West Main Street does not fit into the character of the neighborhood. The building was built very nicely, but the exterior did not age very well. There are some deteriorations already, and it was built less than 10 years ago. This is one reason that when she sees a design like the proposed development, it makes her feel cautious.

Chair Allred reviewed the options of the Plan Commission. He asked if they continue the case so that they provide some clear direction to the petitioner about what they can do over two or three weeks until the Commission’s next regular meeting.

Ms. Yu moved that the Plan Commission continue Plan Case No. 2519-PUD-25 to the next regular meeting with the recommendation that the applicant provide a streetscape of this plan fitting into the neighborhood and do any design modification that will make the overall design flow better in the neighborhood. There was no second to the motion, so the motion failed.

Mr. Matlock moved that the Plan Commission forward Plan Case No. 2519-PUD-25 to the City Council with a recommendation for approval with the conditions outlined by City staff. Mr. Andresen seconded the motion. Roll call on the motion was as follows:

Mr. Andresen	-	Yes	Mr. Fell	-	Recused/Abstain
Mr. Matlock	-	Yes	Mr. Rose	-	Yes
Ms. Yu	-	No	Mr. Allred	-	Yes

The motion was passed by a vote of 4-1-1.

Mr. Alvarez stated that Plan Case No. 2519-SU-25 would be forwarded to Committee of the Whole on May 18, 2026.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

Dennis Roberts approached the Plan Commission to speak. He stated that he appreciated the thorough discussion of the Plan Commission, especially Ms. Yu's comments, which she actually heard the input of the community and the people who live around the building. While he does not personally live in the neighborhood, he certainly is concerned about the neighborhood and its homogeneous vitality.

Mr. Roberts said that he was really sorry that the Plan Commissioners did not extend the discussion and ask for the streetscape view. He is sorry that the Commissioners have such a small catalog of reference to architectural style and to not be able to imagine something that is a little bit more appropriate in sizing, in rhythm, in massing, and that would more adequately express some of the structures within the neighborhood community, which could still be built on a raised platform or stilts. Because the Plan Commission could not imagine something else that looked a little bit different on the stilts, they could not come up with a decision that there could be a discussion further about the style itself.

He stated that any downtown plan that is a design guidance plan used by many communities, which unfortunately Urbana does not have, talks about the rhythm of the buildings, the size and kinds of shapes that it creates, and the pattern of the windows and how they're arranged. We are not seeing in Downtown Urbana buildings that have different angled roofs. Instead, the Plan Commission is imagining that the proposed style of the PUD will be harmonious with what we have in Downtown Urbana. He talked about the original design of 400 South Vine Street that did not fit into the character of the neighborhood. As a result, Green Street Realty changed the design to fit in with the neighborhood better.

He asked if the developer of the proposed PUD could make the design look less objective and less like it came from some space station or something dropped in the middle of the historic West Main Street. He cannot imagine that the Plan Commission thinks the facade design matches anything in our downtown. It does not. It matches stuff that you see in campus town. All of this developer's work is in the downtown campus town area. Historic West Main Street is a different part of the community, and we have different values. He expressed his disappointment with the Plan Commission's discussion on Plan Case No. 2519-PUD-25 and with their decision not to have a discussion that goes further to ask the applicant to provide a streetscape. When you see it from some angle, from the top, from the bottom, it does not give you a sense of what it will look like when you are walking down the street.

Mr. Roberts stated that this shows that Urbana needs a design overlay district for the downtown area and for the adjacent area. An overlay district is not law, but they are suggestions. They suggest how a developer can see how they can harmonize with the existing buildings. The Plan Commission should support a design overlay district for the downtown area.

## **J. STAFF REPORT**

Ms. Jovine reported:

- Evan Alvarez – New Principal Planner. Mr. Alvarez gave a brief background on his work experience. Ms. Jovine explained that Mr. Alvarez would serve as the Secretary for the Plan Commission.
- City Email Address – Ms. Jovine encouraged the Plan Commission members to use their assigned City email address rather than personal email addresses to avoid using their personal cell phones and to protect from being subjected to FOIA requests.
- Previous Case Status – Ms. Jovine stated that in the future, Planning staff will make this part of regular staff reporting.
- People Over Parking – Mr. Alvarez announced that the Illinois General Assembly passed the People Over Parking Act. It will go into effect on June 1, 2026. The Act states that municipal authorities cannot impose parking minimums on any property within 1/8 of a mile of a transit corridor or half of a mile of a transit hub. Planning staff will talk about next steps at the next Plan Commission meeting.
- Zoning Ordinance Overhaul – Ms. Jovine explained that there are budgeted funds for procuring professional services to rewrite the Zoning Ordinance. Those funds will roll over into the next fiscal year to enable the City to put out a bid for those professional services.
- Comprehensive Plan Implementation Report – Ms. Jovine stated that we are overdue for the report; however, we have been implementing some rigorous structure in the Planning Division, and we will certainly be working on this soon.

**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 8:54 pm.



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

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

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### Summary

#### *Action Requested*

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

#### *Plan Commission Recommendation*

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

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

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

### Relationship to City Services and Priorities

#### *Impact on Core Services*

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

### *Strategic Goals & Plans*

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

- Make Downtown the Economic Driver of the City; “Downtown Urbana serves as the heart of the community, offering spaces for social, cultural, and economic activities. To enhance its role as the economic center of the city, it is essential to promote diverse housing options...” (Big Move 4)
- Make Walkability a Priority; “Walking<sup>1</sup> is the most equitable form of transportation. Designing an equitable city and putting people first means that walking must be at the forefront of how things are built.” (Big Move 6)
- Promote Incremental Development; “Incremental development contributes to community growth and sustainability by allowing for gradual, adaptive improvements that meet the needs and preferences of residents. Currently, City regulations often make it easier, or even a requirement, to develop land in ways that run counter to building a strong community.” (Big Move 7)
- Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood. (Little Move 1.8)
- Prioritize development in areas already served by services and infrastructure (Little Move 8.3)

### *Previous Council Actions*

July 28, 2025: Council approved the Imagine Urbana Comprehensive Plan.<sup>2</sup>

## **Discussion**

### *Additional Background Information*

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

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

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<sup>1</sup> “Walking” includes community members who use wheelchairs and other assistive devices.

<sup>2</sup> Ord No. 2025-04-013

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

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

*Policy or Statutory Impacts*

No impact.

*Fiscal and Budget Impact*

No impact.

*Community Impact*

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

**Recommendation**

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

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

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

*Next Steps*

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

**Attachments**

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

Originated by: Evan Alvarez, Principal Planner

Reviewed: Olivia Jovine, Director of Community Development Services

Approved: Darius White, City Administrator

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

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

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

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

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

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

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

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

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

**Section 1.**

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

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

The subject property is more accurately described as follows:

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

PIN: 91-21-08-381-004

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

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

PIN: 91-21-08-381-003

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

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

PIN: 91-21-08-381-002

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

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

PIN: 91-21-08-381-001

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

**Section 2.**

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

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

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
DeShawn Williams, Mayor



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

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

**Meeting:** June 1, 2026, Council Meeting  
**Subject:** Board and Commission Appointments

### Summary

#### *Action Requested*

City Council is asked to approve the appointment of Zainab Calcuttawala to the Zoning Board of Appeals for a term ending June 30, 2031.

#### *Brief Background*

Zainab is a 2-year resident of Urbana and is a Data Science Associate Manager at Accenture, leading three international teams to deliver data science and machine learning solutions for major technology clients. Zainab holds a Master of Legal Studies in Indigenous Peoples from the University of Oklahoma College of Law and a bachelor's degree from the University of Texas at Austin.

***“Zoning decisions shape everything from how neighborhoods feel to how accessible housing is to how resilient a city becomes over time, and I believe those decisions deserve the same rigor and curiosity I bring to my professional work every day.*”**

***I am drawn to this board because it sits at the intersection of data, law, and community, three areas where I have spent my career building expertise. I know how to read complex information, ask hard questions, and listen carefully to the people most affected by a decision. I also know how to work across different perspectives and cultures to find common ground, which I think is essential in a role that touches so many aspects of daily life in Urbana.”***

### Relationship to City Services and Priorities

#### *Impact on Core Services*

City of Urbana Board and Commission members play a crucial role in helping City leaders address specific issues, offering professional expertise, involving the community in decision-making, and connecting residents, City staff, and Council.

The Zoning Board of Appeals has the power and duty to hear and decide all matters referred to it by the provisions of the Zoning Ordinance, including conditional use requests, minor variances, and major variances of the Zoning Ordinance. Major variances are forwarded to the City Council for approval.

*Strategic Goals & Plans* N/A

*Previous Council Actions* N/A

## **Discussion**

### *Recommendation*

City Council is asked to approve the appointment of Zainab Calcuttawala to the Zoning Board of Appeals for a term ending June 30, 2031.

### *Next Steps*

If approved, the Office of the Mayor will notify Zainab Calcuttawala of appointment as a Board member and of Open Meetings Act requirements.

Originated by: Mindy Hewkin, Administrative Assistant

Reviewed: Kate Levy, Executive Coordinator

Approved: Darius White, City Administrator