

---

**DATE:** Monday, June 24, 2024  
**TIME:** 6:30 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

---

## 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
  - 1. Fire Department Promotions
  - 2. Our Community, Our Voice: Well Kids Speak – CM Evans, Nicole Muffitt, and Dr. Stephanie Cockrell
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. Committee of the Whole (*Council Member Chaundra Bishop, Ward 5*)
  - 1. Consent Agenda
    - a. **Ordinance No. 2024-06-021:** An Ordinance Amending the Urbana Zoning Map (A 2,625-square-foot strip of land adjacent to 710 Cunningham Avenue / Plan Case No. 2490-M-24) – CD
  - 2. Regular Agenda
    - a. **Ordinance No. 2024-06-022:** An Ordinance Redistricting the Wards of the City of Urbana, Illinois (2024) – Exec
    - b. **Ordinance No. 2024-06-023:** An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #9 – Fiscal Year 2023-2024 Estimates) – HRF
    - c. **Ordinance No. 2024-06-024:** An Ordinance Approving the Fiscal Year 2024-2025 Annual Budget – HRF
- H. Reports of Special Committees
- I. Reports of Officers
- J. New Business

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

**K. Mayoral Appointments**

**1. Mayoral Reappointments to Boards and Commissions**

***Bicycle and Pedestrian Advisory Commission***

– Nancy Westcott (term ending June 30, 2027)

***Building Safety Code Board of Appeals***

– Scott Kunkel (term ending June 30, 2027)

***Community Development Commission***

– Anne Heinze Silvas (term ending June 30, 2027)

– Patricia Jones (term ending June 30, 2027)

***Design Review Board***

– Matt Cho (term ending June 30, 2027)

***Historic Preservation Commission***

– Laura O'Donnell (term ending June 30, 2027)

– Angela Urban (term ending June 30, 2027)

***Plan Commission***

– Andrew Fell (term ending June 30, 2027)

– Karen Simms (term ending June 20, 2027)

***Zoning Board of Appeals***

– Joanne Chester (term ending June 20, 2029)

**L. Adjournment**

## PUBLIC INPUT

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

### **Email Input**

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

### **Written Input**

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

### **Verbal Input**

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

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

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

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a

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

**Accommodation**

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

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



**City of Urbana**  
 400 S Vine Street, Urbana, IL 61801  
[www.urbanainillinois.us](http://www.urbanainillinois.us)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 17, 2024, Committee of the Whole  
**Subject:** An Ordinance Amending the Urbana Zoning Map  
 (A 2,625-square-foot strip of land adjacent to 710 Cunningham Avenue / Plan Case No. 2490-M-24)

### Summary

#### *Action Requested*

Council is being asked to approve a zoning map amendment (“rezoning”) for a 15-foot by 175-foot strip of land under purchase contract by Mark Allen from Eastlawn Burial Park to change the zoning district from AG (Agriculture) to B-3 (General Business). This rezoning of the 2,625-square-foot strip would allow the expansion of the existing vehicle service facility (Speed Lube #6) at 710 Cunningham Avenue.

#### *Plan Commission Recommendation*

The Plan Commission reviewed the rezoning on June 6, 2024, and voted unanimously with 8 ayes and zero nays to recommended approval to City Council.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of the rezoning will have no impact on City services.

#### *Strategic Goals & Plans*

The rezoning aligns with the “Community Business” future land use designation in the Comprehensive Plan. The B-3 district allows Automobile/Truck Repair.

#### *Previous Council Actions*

In 1979, the west side of Cunningham Avenue and the subject property were rezoned from B-1 (Neighborhood Business) and I-1 (Light Industrial) to B-3. Remaining land on the east side of Cunningham Avenue, including the cemetery, was rezoned from I-1 to AG.

### Discussion

See the attached Plan Commission Staff Report for background information and discussion.

*Recommendation*

Staff asks Council to Approve the zoning map amendment.

*Next Steps*

If approved, staff will update the City's Zoning Map with the zoning change to B-3.

**Attachments**

1. An Ordinance Approving a Zoning Map Amendment (A 2,625-square-foot strip of land adjacent to 710 Cunningham Avenue / Plan Case No. 2490-M-24)
2. Plan Commission Staff Report (6/6/2024)
3. Draft Plan Commission Minutes (6/6/2024)

Originated by: Marcus Ricci, Planner II

Reviewed: Kevin Garcia, Principal Planner

Approved: Carol Mitten, City Administrator

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE AMENDING THE URBANA ZONING MAP  
(A 2,625-square-foot strip of land adjacent to 710 Cunningham Avenue /  
Plan Case No. 2490-M-24)**

**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**, Mark Allen requests a rezoning from the AG (Agriculture) zoning district to the B-3 (General Business) zoning district, for a 15-foot by 175-foot strip of land adjacent to 710 Cunningham Avenue; and

**WHEREAS**, after due publication, the Urbana Plan Commission held a public hearing on June 6, 2024, and voted with eight (8) ayes and zero (0) nays to forward Plan Case 2490-M-24 to the Urbana City Council with a recommendation to approve a rezoning to the B-3 (General Business) zoning district; and

**WHEREAS**, the City Council finds that the requested rezoning is consistent with the criteria contained in *La Salle National Bank v. County of Cook*, 12 Ill. 2d 40, 145 N.E.2d 65 (Ill. 1957) and *Sinclair Pipe Line Co. v. Village of Richton Park*, 19 Ill.2d 370 (1960); and

**WHEREAS**, the City Council, after due consideration, finds that an amendment to the Urbana Zoning Map 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 ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

The Official Zoning Map of Urbana, Illinois, is herewith and hereby amended to change the zoning classification from the AG (Agriculture) zoning district to the B-3 (General Business) zoning district, for the property more particularly described as follows:

A part of the southeast quarter of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, City of Urbana, Champaign County, Illinois, being more particularly described as follows:

Beginning at an iron rebar survey monument found at the southeast corner of Lot 2 of John Wright's Subdivision as per Final plat recorded as document number 88R06962 on file in the Office of the Champaign County Recorder; thence south 00 degrees 50 minutes 04 seconds east along the southerly extension of the east line of said Lot 2, a distance of 15.00 feet to an iron pipe survey monument set; thence south 89 degrees 17 minutes 02 seconds west, a distance of 170.16 feet to an iron pipe survey monument set; thence north 00 degrees 45 minutes 02 seconds west, a distance of 15.00 feet to an iron pipe survey monument set on the south line of said Lot 2; thence north 89 degrees 17 minutes 02 seconds east along the south line of Lot 2, a distance of 170.14 feet to the point of beginning, encompassing an area of 0.06 acres, more or less, all situated in Champaign County, Illinois.

Part of P.I.N.: 91-21-08-428-013

**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 \_\_\_\_\_, 2024.

AYES:

NAYS:

ABSTENTIONS:

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

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2024.

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



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission  
**FROM:** Marcus Ricci, AICP, Planner II  
**DATE:** June 6, 2024  
**SUBJECT:** **Plan Case 2490-M-24:** An application by Mark Allen to rezone a portion of 710 Cunningham Avenue from AG (Agriculture) to B-3 (General Business).

### Introduction & Background

Mark Allen requests to rezone a portion of 710 Cunningham Avenue from AG (Agriculture) to B-3 (General Business). The proposed rezoning would permit the expansion of the auto repair shop, and still provide access around the building.

Staff recommend approving the proposed rezoning, as it satisfies the rezoning criteria.

### Description of Site and Area

The existing site, containing the SpeedLube #6 auto repair shop, is approximately 0.49 acres (21,357 sf), and is located on the east side of Cunningham Avenue, north of the Saline Branch Drainage Ditch, bounded on the east and south by Eastlawn Burial Park, and on the north by A.J.'s Station (see Exhibit A). The land to be rezoned is a 15'-wide by 175'-long strip along the southeast property line, between SpeedLube and the Saline ditch. A portion of the land is within the regulatory floodplain. The SpeedLube property – and almost all the land along both sides of Cunningham Avenue – are zoned B-3 (General Business) (see Exhibit B). The cemetery property, including the land to be rezoned, is zoned AG (Agriculture). Table 1 below identifies the current zoning and the existing and future land uses of the site and surrounding properties (see Exhibit C).

### Discussion

The applicant wants to expand the auto repair shop by approximately 140 sf at its southeast corner. Although this expansion would be within the bounds of the existing parcel, additional land is needed to provide safe access around the building. The Eastlawn Burial Park has agreed to sell Mr. Allen a 15' x 175' strip of land to provide such access, but the strip of land must be rezoned to a classification that would allow Automobile/Truck Repair. The current AG zoning does not permit Automobile/Truck Repair, while the proposed B-3 district does. The proposed pavement expansion would comply with all regulations, including the Floodplain Management Ordinance.<sup>1</sup> The applicant has also applied for a Certificate of Exemption to add the strip of land to their existing parcel, which will be completed only if the rezoning is granted.

<sup>1</sup> Ordinance No. 2013-09-079 “An Ordinance Amending Urbana City Code Chapter Five, Article XI.”

The property and the surrounding land were zoned A (Residence) in 1940, and by 1950 were zoned R-1 (One & Two Family Residence). At that time, the cemetery land to the north was outside Urbana’s corporate limits. Since then, there has been much development and many rezonings in the area:

- During the 1950s, land along Cunningham Avenue north of the property was annexed into the City: all land on the east side of Cunningham Avenue – north of the Saline – was rezoned to I-1 (Light Industrial) and land on the west side of Cunningham Avenue was zoned B-1 (Neighborhood Business) and I-1. A 1973 aerial map shows the current SpeedLube site and land to the north being used as a vehicle-oriented commercial use.
- In 1979, the property and the west side of Cunningham was rezoned B-3 (General Business); and cemetery on the east side of Cunningham was rezoned to AG (Agriculture). A 1988 aerial map shows the current auto repair shop site as vacant, and a business north of it. The SpeedLube facility was built shortly after this aerial.
- In 1990, the property and adjacent land was still zoned B-3, and land to the north was still zoned AG. The park far to the east and adjacent land was zoned CRE (Conservation-Recreation-Education).
- In 2000, the auto repair shop site was still zoned B-3, while land around it – including the property – was rezoned from B-3 to AG. Land further east remained zoned B-3.
- In 2001, the auto repair shop site remained zoned B-3, the subject property remained zoned AG, and land further east was rezoned from B-3 to AG. This is the current zoning configuration of the area.

The 2005 Comprehensive Plan shows the property in a transition area between “Institutional” and “Community Business.”

Table 1. Zoning and Land Use

Location	Zoning	Existing Land Use	Future Land Use
Site	AG (Agriculture)	Undeveloped	Institutional
North	B-3 (General Business)	Automobile/Truck Repair	Community Business
South	AG & B-3	Undeveloped & Auto Sales	Institutional
East	AG & CRE (Conservation-Recreation-Education)	Cemetery	Institutional
West	AG & B-3	Undeveloped, Residential & Commercial	Institutional & Community Business

**Rezoning Criteria**

In the case of *La Salle National Bank v. County of Cook*, the Illinois Supreme Court developed a list of factors that are paramount in evaluating the legal validity of a zoning classification for a particular

property. In addition to the six La Salle Criteria, the court developed two more factors in the case of *Sinclair Pipe Line Co. v. Village of Richton Park*. Together, all eight factors are discussed below to compare the current zoning to the proposed zoning.

1. *The existing land uses and zoning of the nearby property.*

Nearby properties are a mix of B-3 (General Business), and AG (Agriculture) zoning districts, and contain a mix of commercial, institutional, and residential uses. The proposed rezoning is to permit an expansion of the existing auto repair building. The proposed rezoning would simply expand the existing B-3 district for an existing use to allow access of business traffic around the expanded building. While the subject land is owned by the cemetery, it has virtually no use to the current property owner, being a narrow strip of land between the auto repair shop and the Saline Branch Drainage Ditch. This weighs in favor of the proposed rezoning.

2. *The extent to which property values are diminished by the restrictions of the ordinance.*

Rezoning a strip of the cemetery's property to allow access for an existing auto repair shop may have a positive effect on its property value, and would have no effect on neighboring property values. This weighs in favor of the proposed rezoning.

3. *The extent to which the ordinance promotes the health, safety, morals, or general welfare of the public.*

The proposed B-3 district expansion would allow the property owner to expand their building while maintaining safe vehicular access around the building. This weighs in favor of the proposed rezoning.

4. *The relative gain to the public as compared to the hardship imposed on the individual property owner.*

The public gains no benefit from the property being undeveloped: it is not necessary for the proper functioning of the Saline Branch Drainage Ditch and is not part of the active cemetery area. The public could benefit from expanded capacity at the auto repair shop. On the other hand, the property owner would suffer some hardship if they were not able to expand the building. This weighs in favor of the proposed rezoning.

5. *The suitability of the subject property for the zoned purposes.*

The property is well-suited for the proposed expansion of the B-3 zoning district. The proposed B-3 zoning permits the proposed expanded use of Automobile/Truck Repair, as well as other commercial uses. This weighs in favor of the proposed rezoning.

6. *The length of time the property has been vacant as zoned, considered in the context of land development, in the area, in the vicinity of the subject property.*

The property has been vacant since before 1940. It was first platted in 1848 as part of the W.T. Webber Estate Subdivision. If the proposed rezoning is not granted, the property would stay vacant as part of the cemetery. This weighs in favor of the proposed rezoning.

7. *The community's need for more of the proposed use.*

The auto repair use is well-established, having started in 1988. The facility continues to add services and capacity, so the applicant requests a rezoning to allow for expansion of its footprint to allow for building expansion. This weighs in favor of the proposed rezoning.

8. *The care with which the community has planned its land use development.*

The Comprehensive Plan designates the property for future “Institutional” land use, reflecting its historic use as part of the Eastlawn Burial Park; however, it is not part of the active cemetery. The adjacent land containing the auto repair shop is designated for “Neighborhood Business” and this rezoning would align with that designation. This weighs in favor of the proposed rezoning.

Overall, the request meets all eight criteria for a rezoning.

### Summary of Findings

1. The proposed rezoning to allow the expansion of the adjacent auto repair shop would simply expand the existing B-3 zoning district, and would maintain the existing compatibility with the adjacent AG zoning district.
2. The proposed rezoning to B-3 (General Business) would be compatible with the adjacent “Neighborhood Business” Future Land Use designation by the 2005 City of Urbana Comprehensive Plan.
3. The proposed rezoning meets all eight of the rezoning criteria.

### Options

The Plan Commission has the following options in Plan Case 2490-M-24:

1. Forward the case to City Council with a recommendation to approve the rezoning request.
2. Forward the case to City Council with a recommendation to deny the rezoning request.

### Recommendation

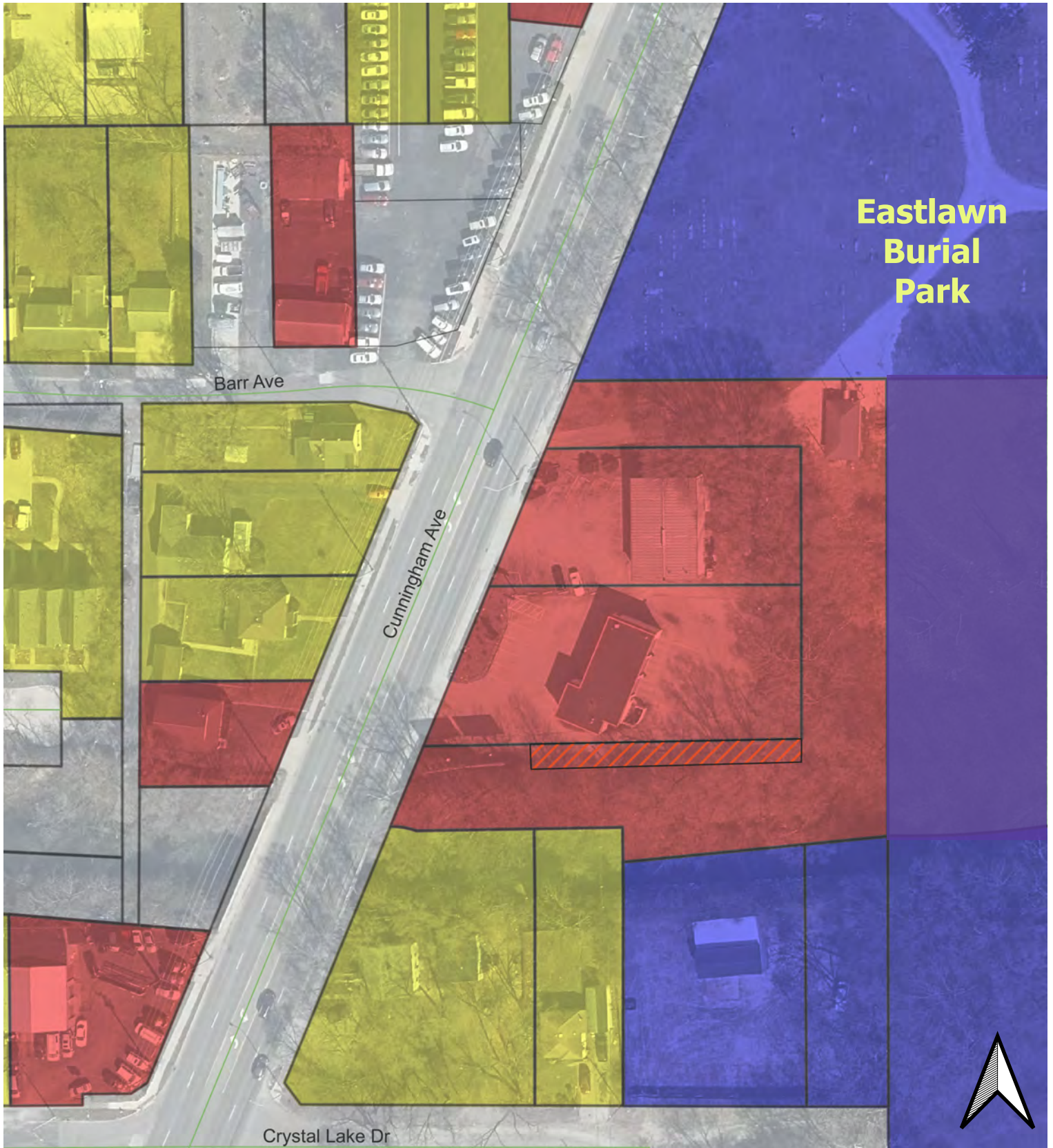
Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommends that the Plan Commission forward the case to City Council with a recommendation to **APPROVE** the rezoning request to B-3 (General Business).

Attachments: Exhibit A: Location Map  
 Exhibit B: Zoning Map  
 Exhibit C: Future Land Use Map  
 Exhibit D: Application for Zoning Map Amendment  
 Exhibit E: Site Photos & Aerials.  
 Exhibit F: Zoning Description Sheets: AG, B-3





cc: Mark Allen, SpeedLube, Applicant

# Exhibit A - Location & Land Use

Item a.

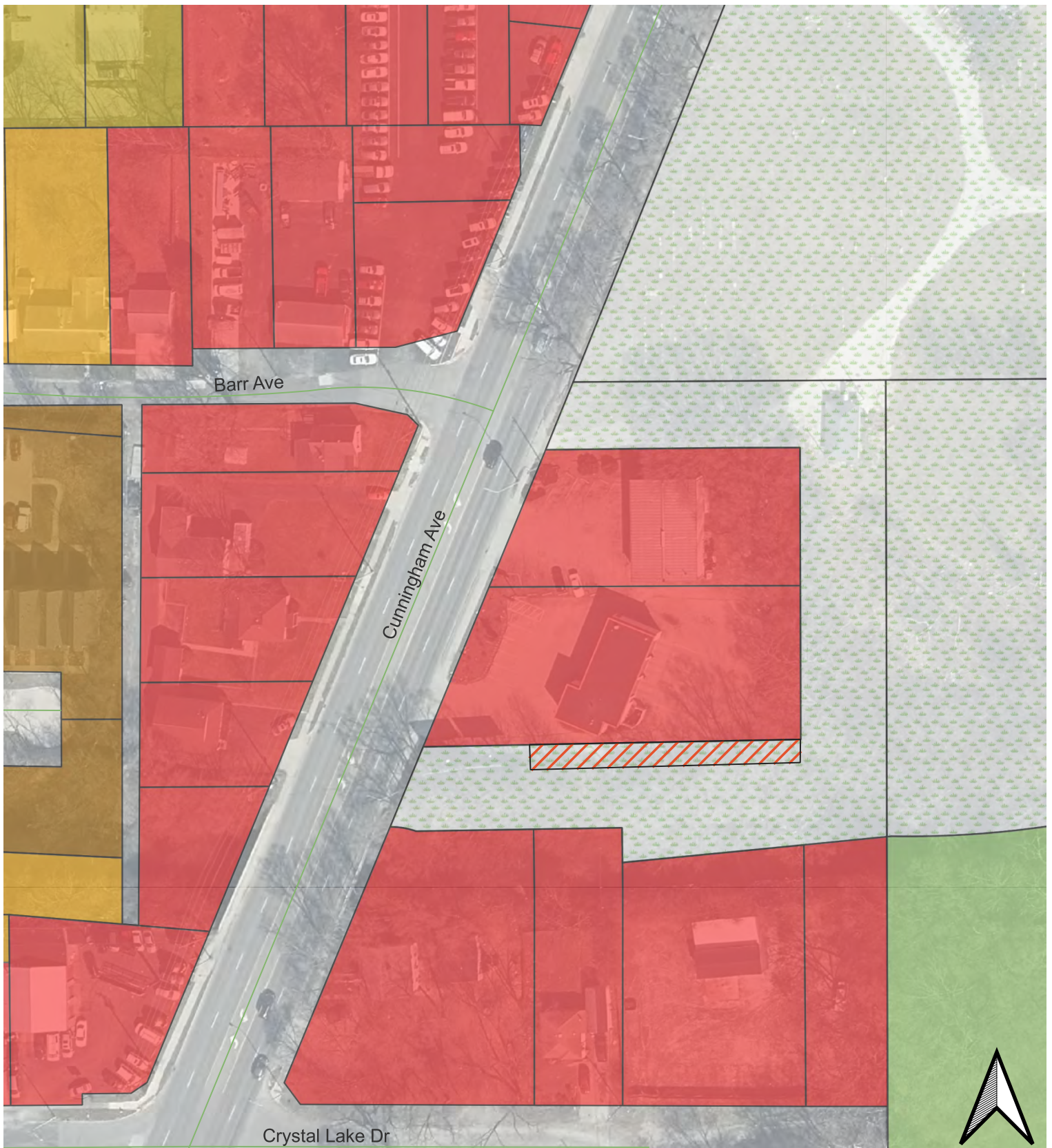


Case: 2490-M-24  
Subject: Zoning Map Amendment: AG to B-3  
Location: 710 Cunningham Avenue  
Applicant: Mark Allen, Applicant








-  Subject Property
-  Residential
-  Shopping, business, or trade
-  Social, institutional

# Exhibit B - Zoning

Item a.

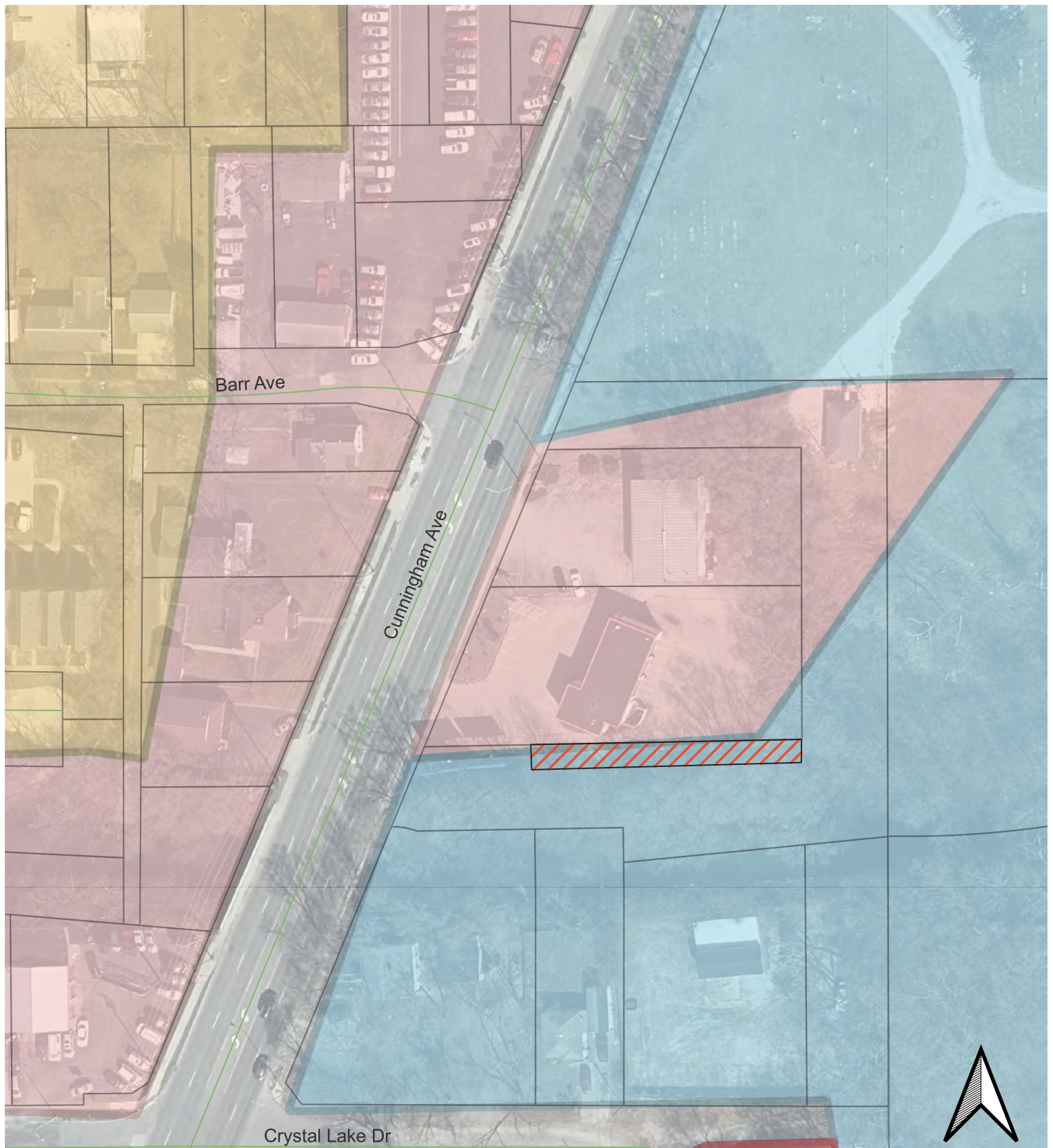


Case: 2490-M-24  
Subject: Zoning Map Amendment: AG to B-3  
Location: 710 Cunningham Avenue  
Applicant: Mark Allen, Applicant






-  Subject Property
-  AG
-  CRE
-  R-4
-  B-3
-  R-3
-  R-5

# Exhibit C - Future Land Use

Item a.



Case: 2490-M-24  
Subject: Zoning Map Amendment: AG to B-3  
Location: 710 Cunningham Avenue  
Applicant: Mark Allen, Applicant

-  Subject Property
-  Community Business
-  Institutional
-  Mixed Residential
-  Residential





## Application for Zoning Map Amendment

## PLAN COMMISSION

The application fee must accompany the application when submitted for processing. Please refer to the City's website at <http://www.urbanaininois.us/fees> for the current fee associated with this application. **The Applicant is also responsible for paying the cost of legal publication fees.** Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

### DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Request Filed 4/4/2024 Plan Case No. 2490-M-24  
Fee Paid - Check No. 81893 Amount \$208 Date 4/4/2024

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

#### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): **Edward L. Clancy** Phone: **217-384-1144**  
Address (street/city/state/zip code): **405 East main Street p.o. box 755 urbana, il 61803**  
Email Address: **eclancy@bernsclancy.com**  
Property interest of Applicant(s) (Owner, Contract Buyer, etc.): **surveyor**

#### 2. OWNER INFORMATION

Name of Owner(s): **Mark Allen** Phone: **217-620-4183**  
Address (street/city/state/zip code): **710 North Cunningham Avenue Urbana Il 61802**  
Email Address: **mark@speedlube.net**  
Is this property owned by a Land Trust?  Yes  No  
*If yes, please attach a list of all individuals holding an interest in said Trust.*

#### 3. PROPERTY INFORMATION

Address/Location of Subject Site: **714 North Cunningham Avenue**  
PIN # of Location: **91-21-08-428-013**  
Lot Size: **0.06 acre +/-**  
Current Zoning Designation: **AG (Agriculture)**  
Proposed Zoning Designation: **B-3 (General Business)**  
Current Land Use (vacant, residence, grocery, factory, etc): **vacant**  
Proposed Land Use: **part of oil change shop property**  
Present Comprehensive Plan Designation: **community business/cemetery**

# Exhibit D - Application

Item a.

How does this request conform to the Comprehensive Plan? in conformance suit

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

A PART OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 19 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT AN IRON REBAR SURVEY MONUMENT FOUND AT THE SOUTHEAST CORNER OF LOT 2 OF JOHN WRIGHT'S SUBDIVISION AS PER FINAL PLAT RECORDED AS DOCUMENT NUMBER 88R06962 ON FILE IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER;  
THENCE SOUTH 00 DEGREES 50 MINUTES 04 SECONDS EAST ALONG THE SOUTHERLY EXTENSION OF THE EAST LINE OF SAID LOT 2, A DISTANCE OF 15.00 FEET TO AN IRON PIPE SURVEY MONUMENT SET; THENCE SOUTH 89 DEGREES 17 MINUTES 02 SECONDS WEST, A DISTANCE OF 170.16 FEET TO AN IRON PIPE SURVEY MONUMENT SET; THENCE NORTH 00 DEGREES 45 MINUTES 02 SECONDS WEST, A DISTANCE OF 15.00 FEET TO AN IRON PIPE SURVEY MONUMENT SET ON THE SOUTH LINE OF SAID LOT 2; THENCE NORTH 89 DEGREES 17 MINUTES 02 SECONDS EAST ALONG THE SOUTH LINE OF LOT 2, A DISTANCE OF 170.14 FEET TO THE POINT OF BEGINNING, ENCOMPASSING AN AREA OF 0.06 ACRES, MORE OR LESS, ALL SITUATED IN CHAMPAIGN COUNTY, ILLINOIS.

## 4. CONSULTANT INFORMATION

**Name of Architect(s):**

Phone:

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

Email Address:

**Name of Engineers(s):**

Phone:

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

Email Address:

**Name of Surveyor(s):** Edward L. Clancy

Phone: 217-384-1144

Address *(street/city/state/zip code):* 405 east main street urbana il 61803-0755

Email Address: eclancy@bernsclancy.com

**Name of Professional Site Planner(s):**

Phone:

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

Email Address:

**Name of Attorney(s):**

Phone:

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

Email Address:

## 5. REASONS FOR MAP AMENDMENT:

What error in the existing Zoning Map would be corrected by the Proposed Amendment?

**no error**

What changed or changing conditions warrant the approval of this Map Amendment?

**proposed site improvements to 710 North Cunningham Avenue**

# Exhibit D - Application

Item a.

Explain why the subject property is suitable for the proposed zoning.  
**area is suitable for speedlube expansion but is inaccessible to the cemetery.**

What other circumstances justify the zoning map amendment

Time schedule for development (*if applicable*)

**n/a**

Additional exhibits submitted by the petitioner.

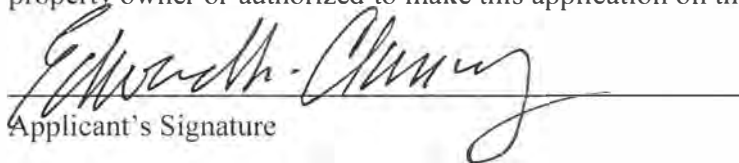
**plat of survey**

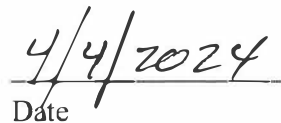
***NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.***

***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

  
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

# Exhibit E – Site Photos & Aerials

Item a.



Figure 1. SpeedLube @ 710 Cunningham, facing northeast.



Figure 2. Facing southeast (note proposed strip in yellow).

# Exhibit E – Site Photos & Aerials

Item a.



Figure 3. Facing south (note proposed strip in yellow).



Figure 4. Southeast corner, facing east (note proposed strip in yellow).

# Exhibit E – Site Photos & Aerials

Item a.



Figure 5. South line, facing west (note proposed strip in yellow and addition in orange).



Figure 6. South line, facing north (note proposed addition in orange).

# Exhibit E – Site Photos & Aerials

Item a.



Figure 7. Proposed strip in orange.



Figure 8. Floodplain in stippled blue and 1-foot contours in green.

# Exhibit F - Zoning Description Sheets

Item a.



## AG – AGRICULTURE ZONING DISTRICT DESCRIPTION SHEET

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

"The *AG, Agriculture District*, is intended to retain in agricultural and other compatible low intensity uses, areas where soil and topographic conditions are suitable for these uses, and into which the intrusion of urban uses would be inappropriate or untimely due to lack of urban services and facilities."

Following is a list of the Permitted Uses, Special Uses and Conditional Uses in the AG District. Permitted Uses are allowed by right. Special Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

### PERMITTED USES:

#### Agriculture

- Agriculture, Cropping
- Agriculture, General
- Commercial Breeding Facility
- Farm Equipment Sales and Service
- Plant Nursery or Greenhouse
- Roadside Produce Sales Stand

#### Business – Recreation

- Camp or Picnic Area\*\*\*\*
- Country Club or Golf Course
- Driving Range
- Miniature Golf Course
- Riding Stable\*\*\*\*

#### Public and Quasi-Public

- Elementary, Junior High School or Senior High School

#### Residential

- Dwelling, Community Living Facility – Category 1
- Dwelling, Single-Family
- Dwelling, Single-Family (*Extended Occupancy*)
- Mobile Home in Approved Mobile Home Park

### SPECIAL USES:

#### Agriculture

- Mineral Extraction, Quarrying, Topsoil Removal and Allied Activities\*\*\*\*

#### Business – Cannabis

- Craft Grower
- Cultivation Center (Medical & Non-Medical)

#### Business – Recreation

- Private Indoor Firing Range††

#### Business – Transportation

- Air Freight Terminal

#### Industrial

- Solar Farm

#### Residential

- Mobile Home Park (*See Section VII-2*)

#### Public and Quasi-Public

- Church, Temple or Mosque
- Electrical Substation
- Fairgrounds\*\*\*\*
- Hospital or Clinic
- Institution of an Educational or Charitable Nature
- Methadone Treatment Facility
- Park
- Police or Fire Station
- Public or Commercial Sanitary Landfill\*\*\*\*
- Radio or Television Tower and Station
- Sewage Treatment Plant or Lagoon\*\*\*\*
- Water Treatment Plant\*\*\*\*



# Exhibit F - Zoning Description Sheets

Item a.

## CONDITIONAL USES:

### Agriculture

Artificial Lake of one (1) or more acres  
 Feed and Grain (*Sales Only*)  
 Garden Shop  
 Grain Storage Elevator and Bins  
 Livestock Sales Facility and Stockyards

### Business – Miscellaneous

Aviation Sales, Service or Storage  
 Cemetery\*\*\*\*  
 Construction Yard  
 Crematorium  
 Kennel\*\*\*\*  
 Radio or TV Studio  
 Veterinary Hospital – Large and Small Animal\*\*\*\*

### Business – Professional and Financial Services

Vocational, Trade or Business School

### Business – Recreation

Bait Sales  
 Commercial Fishing Lake  
 Lodge or Private Club  
 Outdoor Commercial Recreation Enterprise  
 (*Except Amusement Park*)\*\*\*\*  
 Private Indoor Recreational Development  
 Resort or Organized Camp\*\*\*\*  
 Theater, Outdoor\*\*\*\*

### Business – Transportation

Airport\*\*\*\*  
 Heliport\*\*\*\*

### Industrial

Medical Cannabis Cultivation Center

### Public and Quasi-Public

Municipal or Government Building

### Residential

Hotel or Motel

### Table V-1 Notes:

- \*\*\*\* See Table VII-1 for Standards for Specific Conditional Uses
- †† See Section VII-5.E Standards for Private Indoor Firing Ranges

## DEVELOPMENT REGULATIONS IN THE AG DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE LOT 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>
AG	1 acre <sup>2</sup>	150	35 <sup>3</sup>	0.25	0.55	25	15	25

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>2</sup>** – The minimum lot size for cropping in the AG, Agriculture Zoning District is five acres.

# Exhibit F - Zoning Description Sheets

Item a.

**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.

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@urbanaininois.us](mailto:Planning@urbanaininois.us)

City Website: [www.urbanaininois.us](http://www.urbanaininois.us)

# Exhibit F - Zoning Description Sheets

Item a.



## B-3 – GENERAL BUSINESS ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the B-3 Zoning District is as follows:

"The *B-3, General Business District* is intended to provide areas for a range of commercial uses wider than that of Neighborhood Business but at a lower intensity than Central Business, meeting the general business needs of the City."

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the B-3 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**

Farm Equipment Sales and Service  
Feed and Grain (*Sales Only*)  
Garden Shop  
Plant Nursery or Greenhouse  
Roadside Produce Sales Stand

#### **Business - Adult Entertainment**

Adult Entertainment Uses

#### **Business – Cannabis**

Craft Grower  
Dispensary (*Medical & Non-Medical*)  
Infuser

#### **Business - Food Sales and Services**

Bakery (*Less than 2,500 square feet*)  
Banquet Facility  
Café or Deli  
Catering Service  
Confectionery Store  
Convenience Store  
Fast-Food Restaurant  
Liquor Store  
Meat and Fish Market  
Restaurant  
Supermarket or Grocery Store  
Tavern or Night Club

#### **Business - Miscellaneous**

Auction Sales (*Non-Animal*)  
Contractor Shop and Show Room (*Carpentry, Electrical, Exterminating, Upholstery, Sign Painting, and Other Home Improvement Shops*)  
Day Care Facility (*Non-Home Based*)  
Lawn Care and Landscaping Service  
Mail Order Business  
Radio or TV Studio  
Shopping Center – Convenience  
Shopping Center – General  
Wholesale Business

#### **Business - Personal Services**

Ambulance Service  
Barber/ Beauty Shop  
Dry Cleaning or Laundry Establishment  
Health Club/ Fitness  
Laundry and/or Dry Cleaning Pick-up  
Massage Therapist  
Medical Carrier Service  
Mortuary  
Movers  
Pet Care/ Grooming  
Self-Service Laundry  
Shoe Repair Shop  
Tailor and Pressing Shop

# Exhibit F - Zoning Description Sheets

Item a.

## PERMITTED USES Continued:

### **Business - Professional and Financial Services**

Bank/ Savings and Loan Association  
Check Cashing Service  
Copy and Printing Service  
Packaging/ Mailing Service  
Professional and Business Office  
Vocational, Trade or Business School

### **Business - Retail Trade**

Antique or Used Furniture Sales and Service  
Appliance Sales and Service  
Art and Craft Store and/or Studio  
Bicycle Sales and Service  
Building Material Sales (*All Indoors Excluding Concrete or Asphalt Mixing*)  
Clothing Store  
Department Store  
Drugstore  
Electronic Sales and Services  
Florist  
Hardware Store  
Heating, Ventilating, Air Conditioning Sales and Service  
Jewelry Store  
Monument Sales (*Excluding Stone Cutting*)  
Music Store  
Office Supplies/ Equipment Sales and Service  
Pawn or Consignment Shop  
Pet Store  
Photographic Studio and Equipment Sales and Service  
Shoe Store  
Sporting Goods  
Stationery, Gifts, or Art Supplies  
Tobacconist  
Variety Store  
Video Store  
All Other Retail Stores

### **Business - Vehicular Sales and Service**

Automobile Accessories (*New*)  
Automobile, Truck, Trailer or Boat Sales or Rental  
Automobile/ Truck Repair  
Car Wash  
Gasoline Station  
Mobile Home Sales  
Truck Rental

### **Business - Recreation**

Athletic Training Facility  
Bait Sales  
Bowling Alley  
Dancing School  
Driving Range  
Gaming Hall\*\*\*\*\*  
Lodge or Private Club  
Miniature Golf Course  
Outdoor Commercial Recreation Enterprise (*Except Amusement Park*)\*\*\*\*  
Pool Hall  
Private Indoor Recreational Development  
Theater, Indoor

### **Business - Transportation**

Motor Bus Station  
Taxi Service

### **Industrial**

Microbrewery

### **Public and Quasi-Public**

Church, Temple or Mosque  
Electrical Substation  
Farmer's Market  
Institution of an Educational or Charitable Nature  
Library, Museum or Gallery  
Methadone Treatment Facility  
Municipal or Government Building  
Park  
Police or Fire Station  
Principle Use Parking Garage or Lot  
Public Maintenance and Storage Garage  
University/College  
Utility Provider

### **Residential**

Bed and Breakfast Inn  
Bed and Breakfast Inn, Owner Occupied  
Dwelling, Community Living Facility, Category II or Category III  
Dwelling, Home for Adjustment  
Dwelling, Loft  
Dwelling, Transitional Home, Category I or II  
Hotel or Motel

# Exhibit F - Zoning Description Sheets

Item a.

## SPECIAL USES:

### Business – Retail

Firearm Store†

### Business – Vehicular Sales and Service

Towing Service

Truck Stop

### Industrial

Solar Farm

### Public and Quasi-Public

Correctional Institution or Facility

Hospital or Clinic

### Residential

Dwelling, Multifamily

## PLANNED UNIT DEVELOPMENT USES:

### Business – Miscellaneous

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

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

## CONDITIONAL USES:

### Business - Miscellaneous

Crematorium

Self-Storage Facility

Veterinary Hospital (*Small Animal*)\*\*\*\*

### Public and Quasi-Public

Nonprofit or Governmental, Educational and  
Research Agencies

Radio or Television Tower and Station

### Residential

Assisted Living Facility

Nursing Home

### Industrial

Bookbinding

Confectionery Products Manufacturing and  
Packaging

Electronics and Related Accessories - Applied  
Research and Limited Manufacturing

Engineering, Laboratory, Scientific and Research  
Instruments Manufacturing

Motion Picture Production Studio

Printing and Publishing Plants for Newspapers,  
Periodicals, Books, Stationery and  
Commercial Printing

Surgical, Medical, Dental and Mortuary

Instruments and Supplies Manufacturing

### Table V-1 Notes:

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

\*\*\*\*\* The establishment requesting a license for a principal use gaming hall shall be a minimum of five hundred feet from any other licensed gaming hall or pre-existing Day Care Facility, Day Care Home, School, or Place of Worship, as defined under the Religious Corporation Act (805 ILCS 110/0.01 et seq.). The establishment requesting a license for a principal use gaming hall shall also be a minimum of two hundred and fifty feet away from any previously existing establishment containing a licensed video gaming terminal. Said distances shall be measured as the intervening distance between business frontages.

† See Section VII-5.D for Standards for Firearm Stores

# Exhibit F - Zoning Description Sheets

Item a.

## DEVELOPMENT REGULATIONS IN THE B-3 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-3	6,000	60	None <sup>3</sup>	4.00	None	15	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>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.

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@urbanaininois.us](mailto:Planning@urbanaininois.us)  
 City Website: [www.urbanaininois.us](http://www.urbanaininois.us)

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**DRAFT**

**DATE:** June 6, 2024

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

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

**MEMBERS ATTENDING:** Dustin Allred, Will Andresen, Andrew Fell, Lew Hopkins, Debarah McFarland, Bill Rose, Karen Simms, Chenxi Yu

**MEMBERS ABSENT:** None

**MEMBERS EXCUSED:** None

**STAFF PRESENT:** Marcus Ricci, Planner II; Teri Andel, Administrative Assistant II

**OTHERS PRESENT:** Mark Allen

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

Chair Allred called the meeting to order at 7:02 p.m. Roll call was taken, and there was a quorum of the members present.

**B. CHANGES TO THE AGENDA**

There were none.

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

The minutes of the March 7, 2024, regular meeting were presented for approval. Mr. Hopkins moved that the Plan Commission approve the minutes as written. Mr. Andresen seconded the motion. The minutes were approved as written by unanimous voice vote.

NOTE: Ms. Simms arrived at 7:04 pm.

**D. COMMUNICATIONS**

There were none.

**E. CONTINUED PUBLIC HEARINGS**

There were none.

**F. OLD BUSINESS**

There was none.

## G. NEW PUBLIC HEARINGS

### Plan Case No. 2490-M-23 – A request by Mark Allen to rezone a portion of 710 Cunningham Avenue from AG (Agriculture) to B-3 (General Business).

Chair Allred opened the public hearing for Plan Case No. 2490-M-23. Marcus Ricci, Planner II, presented the written staff report to the Plan Commission. He noted the applicant's reason for the rezoning request. He stated the zoning, future land use designation and existing land use of the subject property as well as for the adjacent properties. He showed photos and talked about the history of the subject property. He reviewed the criteria from the La Salle National Bank and from the Sinclair Pipe Line Company cases that the Plan Commission should consider when making a determination on what to recommend to City Council. He noted that the proposed rezoning meets all eight criteria. He reviewed staff's findings and presented City staff's recommendation that the Plan Commission forward the case to City Council with a recommendation for approval.

Chair Allred asked if any members of the Plan Commission had questions for Mr. Ricci.

Mr. Fell asked why it was being handled this way when there is an easier way to achieve what the applicant wants. He said there is a u-shaped parcel that we are planning to cut a section off and rezone that section leaving the remainder of the parcel as an area that would be undevelopable on the south side. Would it not be more logical to rezone the entire u-shaped parcel and then let the two owners deal with trading ground? Mr. Ricci said that might be a more logical process but that is not what is before the Plan Commission. He noted that the u-shaped parcel is still the main access drive to the cemetery.

Mr. Fell stated that his main concern is that by sectioning off a strip of the parcel, it then makes the lot unusable. Mr. Ricci explained that the southern portion of the parcel slopes down to the creek thus making it already undevelopable. For this reason, staff finds the proposed rezoning and future expansion of the business as the best possible use of the land.

Mr. Hopkins asked if the proposed project requires a Creekway Permit. Mr. Ricci replied no. This creek is part of the Saline Creek, which is completely outside the Boneyard Creek district.

Chair Allred stated that there is a history of the City rezoning a property and then the property was not developed as planned. He asked if a Certificate of Exemption was normally considered after the rezoning was approved. Mr. Ricci said yes. He stated that many times the purchase of land is contingent on the land being rezoned. If the land is not rezoned, then the purchaser does not have a need to buy the land. With Conditional and Special Use Permits, conditions can be placed upon approval; however, there are not conditions for rezoning properties. The City cannot control what happens in the future, and in this case, since the existing SpeedLube lot is already zoned B-3, it will not hurt rezoning the 15-foot strip of land to the south.

Chair Allred stated that his concern is that if the City approves the proposed rezoning and the applicant does not purchase the strip of land to the south and follow through with the Certificate of Exemption, then the u-shaped parcel owned by the cemetery will have split zoning. Mr. Ricci said that is correct. There are many lots within the City that have multiple zoning districts.

Chair Allred stated that the Future Land Use Map in the Comprehensive Plan indicates a trail would be along the creek in the proposed area. Would granting the proposed rezoning foreclose



the possibility of a future trail in this area? Mr. Ricci stated that a trail here was not in the City’s long range development plans. City staff is in the process of updating the Comprehensive Plan and in doing so they are planning to clean up anything that is not in the City’s long range plans.

Mr. Hopkins asked how much land that will remain zoned AG and owned by the cemetery would be located next to the bank of the creek. Mr. Ricci replied that the bank of the creek starts right where the 15-foot strip is located. Steps to get an easement to construct a trail could be done with the new owner of the strip.

Mr. Hopkins asked who owns the land that the two billboards are located on. Mr. Ricci stated that the cemetery owns the property.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited proponents of the case to address the Plan Commission. The applicant, Mark Allen, stated that he had no additional input but was available to answer any questions. With there being no questions and no other audience, Chair Allred closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Mr. Hopkins moved that the Plan Commission forward Case No. 2490-M-24 to the City Council with a recommendation for approval based on the findings in the written staff report. Mr. Andresen seconded the motion.

Mr. Rose asked for clarification if the motion was made with enough specificity to meet staff’s satisfaction. Mr. Ricci said yes. Chair Allred added that the Plan Commission Bylaws state that if the Commission approves a case, it is with the assumption that written staff report is the justification for approval.

Mr. Fell stated that this seems like the most complicated way to solve this problem. They could rezone the entire parcel or ask the cemetery to pave 10 feet of the parcel. Does City staff work with applicants to find the best way to process a need? Mr. Ricci said yes. The applicant would be the person to ask if they would consider using the strip of land by easement rather than by ownership.

Chair Allred asked if they would be allowed to use it as an easement without rezoning it. Mr. Ricci said no. The strip of land would still need to be rezoned because you cannot use a property for a use that is not allowed in the zoning district it is located in.

Roll call on the motion was as follows:

Mr. Andresen	-	Yes	Mr. Fell	-	Yes
Mr. Hopkins	-	Yes	Ms. McFarland	-	Yes
Mr. Rose	-	Yes	Ms. Simms	-	Yes
Ms. Yu	-	Yes	Mr. Allred	-	Yes

The motion passed by unanimous vote.

Mr. Ricci noted that the earliest this case would be forwarded to Committee of the Whole would be on June 17, 2024, and to City Council on June 24, 2024.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Ricci stated that Kevin Garcia, Principal Planner, has been working with property owners and neighbors to gather input for an upcoming text amendment regarding the B-3U Zoning District.

**K. STUDY SESSION**

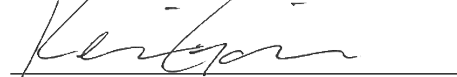
There was none.

**L. ADJOURNMENT OF MEETING**

Mr. Hopkins noted that there were eight Plan Commission members present at this meeting. He asked if there was a 9<sup>th</sup> member. Chair Allred said no, there is one vacant seat on the Commission.

The meeting was adjourned at 7:30\_p.m.

Respectfully submitted,



Kevin Garcia, Secretary  
Urbana Plan Commission



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

**Meeting:** June 17, 2024 Committee of the Whole  
**Subject:** An Ordinance Redistricting the Wards of the City of Urbana

### Summary

#### *Action Requested*

City Council is being asked to adopt the attached ordinance, redistricting ward boundaries and creating a new *Official Ward Map of the City of Urbana* for the next general election of City officers.

#### *Brief Background / Statement of the Issue*

The official population of the City of Urbana decreased approximately seven percent as a result of Census 2020, from 41,250 people in 2010 to 38,336 in 2020. City Council Ward boundaries now must be adjusted to reflect the Census 2020 count and to rebalance the population among the seven City Council wards. This redistricting must be completed before the November 2024 petition filing deadline for the April 2025 municipal election.

The City invited the public to submit maps utilizing the [Dave's Redistricting](#) (DRA) web app. The City received nine maps, and through a series of discussions, eventually selected the map attached.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Establishing a City Council Ward Map is an essential governmental function and is necessary in order to conduct municipal elections.

#### *Strategic Goals & Plans*

N/A

#### *Previous Council Actions*

The City Council adopted Resolution 2023-12-095R *A Resolution Adopting Guidelines for Redistricting City Council Ward Map* at the [December 11, 2023 City Council Meeting](#).

### Discussion

#### *Policy or Statutory Impacts*

The drawing of district maps must comply with all federal, state, and case law. The proposed ward map complies with the guidelines set forth in Resolution 2023-12-095R.

*Recommendation*

Staff recommends that the City Council approves the ordinance adopting a new *Official Ward Map of the City of Urbana*.

*Next Steps*

The adopting ward map will be effective for the April 2025 municipal election. It does not affect any matters of the present City Council, its representatives, acts, resolutions, or ordinances during the interim period between the Ordinance being executed and the next municipal election.

**Attachments**

1. An Ordinance Redistricting the Wards of the City of Urbana, Illinois
  - a. Official Ward Map of the City of Urbana, Illinois
  - b. Official Ward Descriptions of the City of Urbana, Illinois.

Originated by: Mayor Diane Wolfe Marlin

**Official Ward Descriptions of the City of Urbana,  
Champaign County, Illinois,  
(2024)**

**Ward 1**

Beginning at the intersection of West Florida Avenue and South Race Street; thence westerly along West Florida Avenue to South Lincoln Avenue; thence northerly along South Lincoln Avenue to West Pennsylvania Avenue; thence westerly along West Pennsylvania Avenue to the southerly extension of the easterly Right-of-Way line of South Wright Street, said Right-of-Way line also being the westerly Corporate Limits of the City of Urbana, Illinois; thence northerly along said Corporate Limits to its intersection with West Green Street; thence easterly along West Green Street to South Lincoln Avenue; thence southerly along South Lincoln Avenue to West California Avenue; thence easterly along West California Avenue to Cedar Street; thence southerly along Cedar Street to West Oregon Street; thence easterly along West Oregon Street to South Race Street; thence southerly along South Race Street to West Washington Street; thence easterly along West Washington Street and East Washington Street to South Vine Street; thence southerly along South Vine Street to East Michigan Avenue; thence westerly along East Michigan Avenue and West Michigan Avenue to South Race Street; thence southerly along South Race Street to the Point of Beginning, all situated in the City of Urbana, Champaign County, Illinois.

**Ward 2**

Beginning at the intersection of North Lincoln Avenue and West University Avenue; thence easterly along West University Avenue and East University Avenue to North Vine Street; thence southerly along North Vine Street to East Main Street; thence easterly along East Main Street to South Webber Street; thence southerly along South Webber Street to East Green Street; thence easterly along East Green Street to South Lynn Street; thence southerly along South Lynn Street to East High Street; thence westerly along East High Street to South Webber Street; thence southerly along South Webber Street to East Illinois Street; thence westerly along East Illinois Street to Anderson Street; thence southerly along Anderson Street to East California Avenue; thence westerly along East California Avenue to South Maple Street; thence southerly along South Maple Street to East Washington Street; thence westerly along East Washington Street and West Washington Street to South Race Street; thence northerly along South Race Street to West Oregon Street; thence westerly along West Oregon Street to Cedar Street; thence northerly along Cedar Street to West California Avenue; thence westerly along West California Avenue to South Lincoln Avenue; thence northerly along South Lincoln Avenue to West Green Street; thence westerly along West Green Street to South Goodwin Avenue; thence northerly along South Goodwin Avenue to Springfield Avenue; thence easterly along Springfield Avenue to Harvey

Street; thence northerly along Harvey Street to West Main Street; thence easterly along West Main Street to North Lincoln Avenue; thence northerly along North Lincoln Avenue to the Point of Beginning, all situated in the City of Urbana, Champaign County, Illinois.

### **Ward 3**

Beginning at the intersection of West Green Street and the easterly Right-of-Way line of South Wright Street, said Right-of-Way line also being the westerly Corporate Limits of the City of Urbana, Illinois; thence northerly along said Corporate Limits to Eads Street; thence continuing along said Corporate Limits northerly, easterly, and southerly to the intersection of the Saline Branch Drainage Ditch and the northerly Right-of-Way line of Country Club Road; thence easterly along said Right-of-Way line to the easterly Right-of-Way line of North Broadway Avenue; thence southerly along said easterly Right-of-way line to its intersection with the Corporate Limits of the City of Urbana; thence easterly and northerly along said Corporate Limits to the northerly Right-of-Way line of Country Club Road; thence easterly along said Right-of-Way line to its intersection with the Corporate Limits of the City of Urbana; thence northerly and easterly along said Corporate Limits to its intersection with Willow Road; thence southerly along Willow Road to Country Club Road; thence easterly along Country Club Road to Cunningham Avenue; thence southerly along Cunningham Avenue to East University Avenue; thence westerly along East University Avenue and West University Avenue to North Lincoln Avenue; thence southerly along North Lincoln Avenue to West Main Street; thence westerly along West Main Street to Harvey Street; thence southerly along Harvey Street to Springfield Avenue; thence westerly along Springfield Avenue to South Goodwin Avenue; thence southerly along South Goodwin Avenue to West Green Street; thence westerly along West Green Street to the Point of Beginning, all situated in the City of Urbana, Champaign County, Illinois.

Except any territory that lies outside of the Corporate Limits of the City of Urbana.

### **Ward 4**

Beginning at the intersection of East Washington Street and South Vine Street; thence easterly along East Washington Street to Philo Road; thence southeasterly along Philo Road to Cole Place; thence southwesterly along Cole Place to Eastern Drive; thence southeasterly along Eastern Drive to Fairlawn Drive; thence easterly along Fairlawn Drive to Philo Road; thence southerly along Philo Road to East Pennsylvania Avenue; thence westerly along East Pennsylvania Avenue to Linden Drive; thence southerly along Linden Drive to East Delaware Drive; thence westerly along East Delaware Drive to South Cottage Grove Avenue; thence southerly along South Cottage Grove Avenue to East Florida Avenue; thence westerly along East Florida Avenue to South Vine Street; thence southerly along South Vine Street to Montclair Road; thence westerly along Montclair Road to South Race Street; thence southerly along South Race Street

to West George Huff Drive; thence westerly along West George Huff Drive to Hazelwood Drive; thence westerly along Hazelwood Drive to its intersection with the westerly Corporate Limits of the City of Urbana, Illinois; thence northerly and westerly along said Corporate Limits to the intersection of South Lincoln Avenue and St. Marys Road; thence westerly along St. Marys Road to the southerly extension of South Wright Street, also being the westerly Corporate Limits of the City of Urbana; thence northerly, easterly, and northerly along said Corporate Limits to its intersection with West Pennsylvania Avenue; thence easterly along West Pennsylvania Avenue to South Lincoln Avenue; thence southerly along South Lincoln Avenue to West Florida Avenue; thence easterly along West Florida Avenue to South Race Street; thence northerly along South Race Street to West Michigan Avenue; thence easterly along West Michigan Avenue and East Michigan Avenue to South Vine Street; thence northerly along South Vine Street to the Point of Beginning, all situated in the City of Urbana, Champaign County, Illinois.

## **Ward 5**

Beginning at the intersection of Country Club Road and Willow Road; thence northerly along Willow Road to its intersection with the Corporate Limits of the City of Urbana, Illinois; thence continuing northerly, easterly, and southerly along said Corporate Limits of the City of Urbana, to the westerly Right-of-Way line of North High Cross Road; thence southerly along said Right-of-Way line, said line also being the easterly Corporate Limits of the City of Urbana, to its intersection with the southerly Right-of-Way line of F.A.I. Route 05 (Interstate 74); thence easterly along said Corporate Limits of the City of Urbana to the intersection of the southerly Right-of-Way line of F.A.I. Route 05 (Interstate 74) and the easterly Right-of-Way line of North High Cross Road; thence southerly along the easterly Right-of-Way line of North High Cross Road, said line also being the easterly Corporate Limits of the City of Urbana, to the northerly Right-of-Way line of U.S. Route 150 (East University Avenue); thence easterly along said northerly Right-of-Way line and Corporate Limits of the City of Urbana to the easterly-most extent of said Corporate Limits; thence southerly along said Corporate Limits to the southerly Right-of-Way line of U.S. Route 150 (East University Avenue); thence westerly along said Right-of-Way line, said line also being the Corporate Limits of the City of Urbana, to the easterly Right-of-Way line of Illinois Route 130 (South High Cross Road), said line also being the easterly Corporate Limits of the City of Urbana; thence southerly along said Right-of-Way line and said Corporate Limits of the City of Urbana, to the northwesterly corner of Walton Subdivision Phase 1; thence easterly along the northerly line of Walton Subdivision Phase 1 and said Corporate Limits of the City of Urbana, to the northeasterly corner of Walton Subdivision Phase 1; thence continuing easterly along said Corporate Limits of the City of Urbana, said line also being the southerly Right-of-Way line of the abandoned CSX Railroad (formerly Peoria and Eastern Railway), to the easterly-most extent of said Corporate Limits of the City of Urbana; thence continuing along said Corporate Limits of the City of Urbana to the

intersection of the easterly Right-of-Way line of Illinois Route 130 (South High Cross Road) and East Florida Avenue (extended); thence westerly along East Florida Avenue (extended) and East Florida Avenue to Abercorn Street; thence northerly along Abercorn Street to East Rainbow View; thence westerly along East Rainbow View to Ogelthorpe Avenue; thence southerly along Ogelthorpe Avenue to East Michigan Avenue; thence westerly along East Michigan Avenue to Lanore Drive; thence southerly along Lanore Drive to Ivanhoe Way; thence northwesterly along Ivanhoe Way to South Lierman Avenue; thence northerly along South Lierman Avenue to East Washington Street; thence westerly along East Washington Street to South Maple Street; thence northerly along South Maple Street to East California Avenue; thence easterly along East California Avenue to Anderson Street; thence northerly along Anderson Street to East Illinois Street; thence easterly along East Illinois Street to South Webber Street; thence northerly along South Webber Street to East High Street; thence easterly along East High Street to South Lynn Street; thence northerly along South Lynn Street to East Green Street; thence westerly along East Green Street to South Webber Street; thence northerly along South Webber Street to East Main Street; thence westerly along East Main Street to North Vine Street; thence northerly along North Vine Street to Cunningham Avenue; thence northerly along Cunningham Avenue to Country Club Road; thence westerly along Country Club Road to the Point of Beginning; also including 2402, 2404 and 2406 East University Avenue and 2403 Walter Street, all situated in the City of Urbana, Champaign County, Illinois.

Except any territory that lies outside of the Corporate Limits of the City of Urbana.

## **Ward 6**

Beginning at the intersection of East Washington Street and Philo Road; thence easterly along East Washington Street to South Lierman Avenue; thence southerly along South Lierman Avenue to Ivanhoe Way; thence southeasterly along Ivanhoe Way to Lanore Drive; thence northerly along Lanore Drive to East Michigan Avenue; thence easterly along East Michigan Avenue to Ogelthorpe Avenue; thence northerly along Ogelthorpe Avenue to East Rainbow View; thence easterly along East Rainbow View to Abercorn Street; thence southerly along Abercorn Street to East Florida Avenue; thence easterly along East Florida Avenue and East Florida Avenue (extended) to the easterly Right-of-Way line of Illinois Route 130 (South High Cross Road), said Right-of-Way line also being the Corporate Limits of the City of Urbana, Illinois; thence southerly along said easterly Right-of-Way line of Illinois Route 130 (South High Cross Road) and Corporate Limits of the City of Urbana, to the northwesterly corner of DMT First Subdivision; thence easterly, southerly, and westerly along said DMT First Subdivision and the Corporate Limits of the City of Urbana, to the easterly Right-of-Way line of Illinois Route 130 (South High Cross Road); thence southerly along said Right-of-Way a line and Corporate Limits of the City of Urbana, to the southerly Right-of-Way line of East Windsor Road; thence continuing along said Corporate Limits of the City of Urbana to



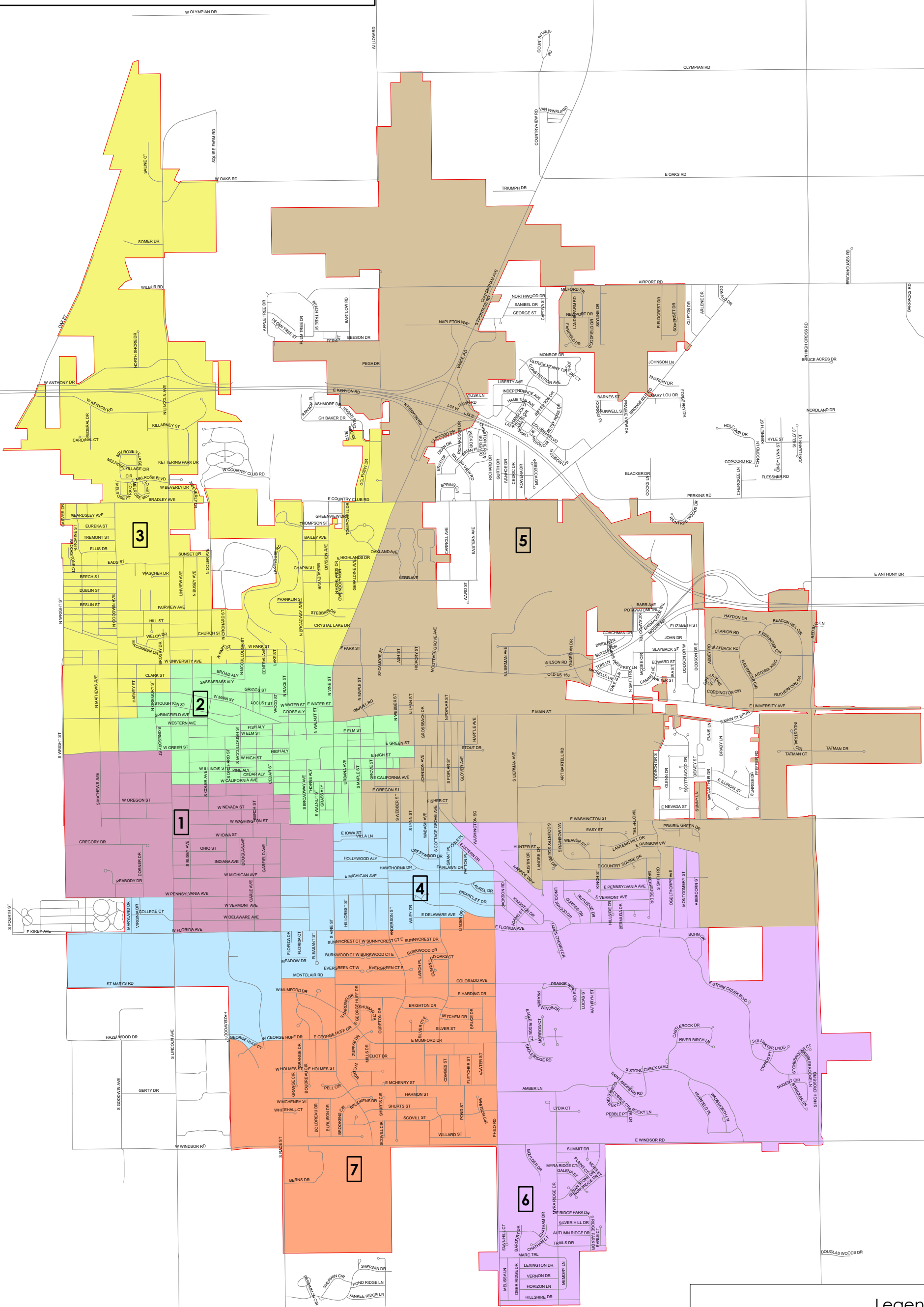
the intersection of East Windsor Road and Philo Road; thence northerly along Philo Road to Fairlawn Drive; thence westerly along Fairlawn Drive to Eastern Drive; thence northwesterly along Eastern Drive to Cole Place; thence northeasterly along Cole Place to Philo Road; thence northwesterly along Philo Road to the Point of Beginning, all situated in the City of Urbana, Champaign County, Illinois.

Except any territory that lies outside of the Corporate Limits of the City of Urbana.

### **Ward 7**

Beginning at the intersection of South Vine Street and East Florida Avenue; thence easterly along East Florida Avenue to South Cottage Grove Avenue; thence northerly along South Cottage Grove Avenue to East Delaware Avenue; thence easterly along East Delaware Avenue to Linden Drive; thence northerly along Linden Drive to East Pennsylvania Avenue; thence easterly along East Pennsylvania Avenue to Philo Road; thence southerly along Philo Road to the southerly Right-of-Way line of East Windsor Road, said Right-of-Way line also being the Corporate Limits of the City of Urbana, Illinois; thence continuing along said Corporate Limits westerly, southerly, and westerly to the westerly Right-of-Way line of South Race Street; thence northerly along the westerly Right-of-Way line of South Race Street and said Corporate Limits, to the southerly Right-of-Way line of West Windsor Road; thence westerly along the southerly Right-of-Way line of West Windsor Road and said Corporate Limits, to the westerly-most extent of said Corporate Limits; thence northerly along the westerly Corporate Limits of the City of Urbana to its intersection with Hazelwood Drive; thence easterly along Hazelwood Drive to West George Huff Drive; thence easterly along West George Huff Drive to South Race Street; thence northerly along South Race Street to Montclair Road; thence easterly along Montclair Road to South Vine Street; thence northerly along South Vine Street to the Point of Beginning, all situated in the City of Urbana, Champaign County, Illinois.

# Official Ward Map of the City of Urbana, Illinois



**Legend**

- Urbana Municipal Boundary
- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7

Date Adopted:  
Date Exported: 6/7/2024

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

AN ORDINANCE REDISTRICTING THE WARDS OF THE CITY OF URBANA,  
ILLINOIS

(2024)

**WHEREAS**, Section 3.1-20-25 of the Illinois Municipal Code (65 ILCS 5/3.1-20-25) provides that the city council of a city, by ordinance, shall redistrict the city into wards as nearly equal in population and as compact and contiguous territory as practicable based upon the results of an official census; and

**WHEREAS**, the 2020 Census conducted by the United States Census Bureau reveals that numerical inequalities exist in the population among City of Urbana, Illinois, wards as currently drawn; and

**WHEREAS**, the Urbana City Council desires to establish new ward boundaries that are of as compact and contiguous territory as practicable, with each ward having nearly equal population.

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

**Section 1.** Ordinance No. 2011-10-116, passed on November 30, 2011, which established the ward boundaries for each of the seven wards of the City of Urbana, Illinois, be and the same is hereby repealed upon the taken effect of this ordinance.

**Section 2.** The ward boundaries for each of the seven wards of the City of Urbana, as designated and set forth in the document entitled “Official Ward Map of the City of Urbana, Illinois (2024)”, together with a description of the ward boundaries of each in words in the document entitled “Official Ward Descriptions of the City of Urbana, Illinois (2024)”, a copy of which said map and description in words are attached hereto and incorporated by reference, be and the same are hereby adopted as the ward boundaries for each of the seven wards of the City of Urbana, Illinois, in

accordance with this Ordinance. If there is a discrepancy between the ward boundary description by words and the map herein referred to, the word description shall prevail.

**Section 3.**

This Ordinance shall become effective immediately after its passage and approval as required by law and shall apply to any and all matters pertaining to the next and all succeeding general elections for City officers after the effective date hereof. This Ordinance shall not apply, however, to the composition of the present City Council of the City of Urbana and representation by each of its individual members until after the next general election of City officers, and all acts, resolutions, and ordinances of the City Council, which in other respects are in compliance with law, shall be deemed valid during this interim period until such newly elected City officers have been duly qualified in accordance with law.

**Section 4.** The City Clerk is hereby authorized and directed to send a certified copy of this Ordinance, including the map and written description adopted herein by reference, to the County Clerk of Champaign County, Illinois.

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

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

AYES:

NAYS:

ABSTENTIONS:

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

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

---

Diane Wolfe Marlin, Mayor



## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** June 17, 2024 Committee of the Whole  
**Subject:** Ordinances Approving the FY2025 Annual Budget and Amending the FY2024 Annual Budget

### Summary

Staff recommends that Council forward the Budget Amendment and Budget Ordinance for approval at the June 24, 2024 City Council meeting. The budget amendment requires six of eight affirmative votes, including the Mayor, in order to pass.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

The requested items are intended to allow City staff to better serve Urbana residents.

#### *Strategic Goals & Plans*

This budget reflects the Mayor/Council Strategic Goals for 2024-2025, which target the following Strategic Areas:

- Public Safety and Well-Being
- Housing
- Infrastructure
- Economic Recovery/Development

More details are available in the Mayor's budget message, which is included in the [FY2025 Proposed Budget](#).

#### *Previous Council Actions*

The City Council approved the City's [FY2024 Annual Budget](#) and the [Capital Improvement Plan for FY2025-FY2029](#) on May 7, 2024.

### Discussion

#### *Additional Background Information*

FY2025 Annual Budget: The Ordinance approving the Annual Budget includes a detailed listing of changes from the proposed budget provided to the City Council. Some of these changes are housekeeping items, such as changes in the timing of expenditures. Changes include:

General Operating Fund (100):

- Sales Tax Revenue: The state legislature delayed the elimination of the grocery tax until January 2026, increasing estimated sales tax revenue for FY2025 by \$1 million. This is a one-time revenue. The City also expects to receive a partial year of revenue in FY2026.
- Community Development: Per Council direction, a \$200,000 increase to recurring social services funding is included to provide relatively comparable support to adult services as the increase to youth funding provides.
- Public Works: A \$127,474 increase to Urban Forestry to add an Arbor Technician and the necessary supplies and equipment to support that hire. Unspent funds of \$50,000 for the hiring of a Grants Consultant, and \$10,000 for the purchase of mobile tablets will be carried forward to FY2025.
- Police: The amount of \$116,825 that was originally budgeted for a Social Worker would be moved from personnel expenses to contractual services, with the intent of using the current contractor for these services. A \$105,648 reduction in professional services in Police Administration offsets other increases. These funds were reallocated several years ago to provide funding for the Public Safety Study. Now that the study is funded, the funds can be used to offset new expenditures.
- Non-departmental: An increase of \$800,000 in one-time transfers to the Capital Improvement Fund, which was not reconciled before the proposed budget was finalized. Other funds also include some smaller amounts to reconcile interfund transfers.

Vehicle & Equipment Replacement (VERF) Fund (300)

- Unspent funds of \$243,914 will be carried forward to FY2025 for a minivan (\$23,781), a police CID vehicle (\$30,035), a vehicle for Public Works (\$40,000), a calcium chloride tank (\$20,098), and three Public Works pickup trucks (\$130,000 combined).

American Rescue Plan (ARPA) Fund (350)

- Adjustments were made in the ARPA Fund to balance transfers between funds. Remaining fund balance reflects investment income earned on ARPA funds, which is not restricted.

General Reserve Fund (360)

- Adjustments to the amount and timing of settlement of one of the Carle property tax cases is included. This is expected to occur after the start of the new fiscal year, and the City's share will be less than the original estimate.

Additional Proposed Revisions to FY2025 Budget

At the June 10 City Council Meeting, Council members discussed a number of proposed revisions to the Mayor's proposed budget. Those that had clear majority support are included in changes listed above. Other changes that are potentially still under consideration are:

- Increasing debt for fire stations by \$1 million to \$10 million to free up one-time funding in the General Operating Fund. Interest payments on a \$10 million bond issue would be higher than those for a \$9 million bond issue by about \$220,000 over a ten-year period. Keeping the bond issue at \$9 million would thus allow for additional funding for infrastructure projects (not straw-pollled).

Various proposals to reduce recommended funding in the Police Department include:

- A proposal to include no increases in Police Department staffing would result in a savings of about \$899,000 on an annual basis, and \$806,000 in one-time costs. This does not include the cost for a Social Worker, which has already been reallocated to contractual services pursuant to City Council direction.
- A proposal to include a total of four patrol positions; two of which would backfill new Deputy Chief and Training Sergeant positions, and two of which would be additional patrol officers. This would result in a recurring reduction of about \$103,000 and a one-time reduction of \$22,000.
- Adding two positions to backfill the new Deputy Chief and Training Sergeant positions, without additional patrol staffing, would result in a recurring reduction of \$309,000 and a one-time reduction of \$66,000.
- Reducing staffing for the Community Engagement Team pilot project to two officers would result in a one-time reduction of \$103,000. The amount of fund balance assigned for the second and third years of the pilot program could also be reduced by approximately \$206,000.
- Reduce/eliminate staffing for the Community Service Responders (2 FTE total) that would result in up to \$225,000 in recurring savings and up to \$46,000 in one-time savings (not straw-pollled).

If additional revisions are required before the budget is approved, staff will provide a revised exhibit.



FY2024 Annual Budget Amendment: This Ordinance amends the FY2024 budget to conform to estimates provided in the proposed budget, with changes detailed on the attachment. Again, most changes are housekeeping items, such as changes in the timing of expenditures. Some changes, that reflect timing differences, are discussed above under FY2025 Annual Budget. Additional changes include:

Capital Replacement & Improvement Fund (200)

- Initially, all public facility projects were included under one capital improvement project (40800). For FY2024, expenditures for Fire Station projects will be separated into two projects for Fire Station 2 (40805) and Fire Station 3 (40806). This will facilitate managing and tracking expenditures for these projects.

Sanitary Sewer Fund (204):

- A \$20,000 increase to pay for additional sanitary sewer lateral reimbursements, based on additional applications for this program.

*Operations Impact*

Adjustments to the VERF will ensure City employees are allowed to do their work without interruption, and funds carried forward will ensure that previously identified needs such as the Grants Consultant and mobile tablets for Public Works will be met.

*Policy or Statutory Impacts*

This budget will comply with the City's financial policy regarding maintaining a General Fund fund-balance of at least 25% of recurring expenditures. However, the current proposal, including changes polled by City Council on June 10, is not compliant with the policy of limiting recurring expenditures in the General Fund to 98.5% of recurring revenues. To ensure compliance, a reduction of \$72,650 in recurring expenditures is needed.

*Fiscal and Budget Impact*

The projected ending fund balance in the General Operating Fund, before additional changes, will be \$16,989,457, which is 37.7% of recurring expenditures. Excluding the \$5.285 million reserved for future capital improvements and the second and third years of the Community Engagement Team pilot program, the fund balance would be \$11,704,457, which is 26% of recurring expenditures. Without revisions, recurring expenditures will be 98.66% of recurring revenues, which is higher than the City's policy threshold of 98.5%.

*Recommendation*

Forward the Budget Ordinance for FY2025 and the Budget Amendment for FY2024 the for approval at the June 24, 2024 City Council meeting.

*Next Steps*

If the proposed adjustments mentioned above are approved, the revisions included in the exhibits will be made to the FY2025 Annual Budget and the FY2024 Annual Budget.

**Attachments**

1. An Ordinance adopting the FY2025 Annual Budget
2. An Ordinance amending the FY2024 Annual Budget

Originated by: Kyle Kapper, Interim Financial Analyst

Reviewed: Elizabeth Hannan, HR & Finance Director / CFO

Approved: Carol Mitten, City Administrator

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

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #9 – Fiscal Year 2023-2024 Estimates)**

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

**WHEREAS**, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and

**WHEREAS**, the said corporate authorities find that revising the annual budget ordinance by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs; and

**WHEREAS**, funds are available to effectuate the purpose of such revision; and

**WHEREAS**, the Budget Director may not make such revision under the authority so delegated to the Budget Director pursuant to 65 ILCS 5/8-2-9.6 or Urbana City Code Section 2-133.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS**, as follows:

**Section 1.**

The annual budget ordinance shall be and the same is hereby revised as set forth in the column labeled “FY24 Estimate” in the proposed Fiscal Year 2024-25 budget document, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

**Section 2.**

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 (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this\_\_ Day of\_\_\_\_\_, 20\_.

AYES: \_\_\_\_\_

NAYS:\_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Darcy Sandefur, City Clerk

**APPROVED BY THE MAYOR** this\_\_ Day of\_\_\_\_\_, 20\_.

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

Budget Ordinance FY2024/25 - Exhibit

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Notes	Page Reference
<b>GENERAL OPERATING FUND</b>						
100-40305	STATE SALES TAX	6,795,051	7,795,051	1,000,000	Grocery tax - one-time	page 48
	TOTAL REVENUE	<u>46,231,812</u>	<u>47,231,812</u>	<u>1,000,000</u>		
10060610-59200	TFR TO CA REPL & IMPR FUND	6,249,619	7,049,619	800,000	reconcile Capital Improvement transfer	page 122
10020200-52199	OTHER PROFESSIONAL SERVICES	120,648	15,000	(105,648)	PD savings	page 73
10040440-52199	OTHER PROFESSIONAL SERVICES	81,256	131,256	50,000	Grants Consultant - roll forward	page 102
10040440-51411	SMALL SCHEDULED EQUIPMENT	1,028	11,028	10,000	Mobile tablets - roll forward	page 102
10040401-50110	SALARY - REGULAR EMPLOYEES	238,443	302,110	63,667	Arbor Tech	page 91
10040401-50220	FICA AND MEDICARE	16,705	21,576	4,871	Arbor Tech	page 91
10040401-50210	INSURANCE	60,724	82,174	21,450	Arbor Tech	page 91
10040401-50251	IMRF & SURS	17,833	22,570	4,737	Arbor Tech	page 91
10040401-51600	UNIFORMS	1,150	1,550	400	Arbor Tech	page 91
10040401-51410	SMALL TOOLS & EQUIPMENT	4,973	37,323	32,350	Arbor Tech - 1x	page 91
10050523-52999	OTHER CONTRACTUAL SERVICES	281,571	481,571	200,000	Social Service Funding Increase	page 110
10020201-50110	SALARY - REGULAR EMPLOYEES	4,763,796	4,681,404	(82,392)	Move PD SW to one-time contractor	page 74
10020201-50220	FICA AND MEDICARE	82,476	76,173	(6,303)	Move PD SW to one-time contractor	page 74
10020201-50210	INSURANCE	783,277	761,827	(21,450)	Move PD SW to one-time contractor	page 74
10020201-50252	POLICE PENSION	2,087,705	2,081,575	(6,130)	Move PD SW to one-time contractor	page 74
10020201-50230	EMPLOYEE ALLOWANCES	72,303	71,903	(400)	Move PD SW to one-time contractor	page 74
10020201-51600	UNIFORMS	103,309	103,159	(150)	Move PD SW to one-time contractor	page 74
10020201-52999	OTHER CONTRACTUAL SERVICES	8,825	125,650	116,825	Move PD SW to one-time contractor	page 74
	TOTAL EXPENDITURES	<u>55,101,975</u>	<u>56,183,801</u>	<u>1,081,826</u>		
	ENDING FUND BALANCE	<u>17,006,695</u>	<u>16,989,457</u>	<u>(17,238)</u>		
<b>LOCAL MOTOR FUEL TAX FUND (202)</b>						
202-49350	TFR FROM ARPA	-	115,000	115,000	Transfer balancing	page 130
	TOTAL REVENUE	<u>1,044,698</u>	<u>1,159,698</u>	<u>115,000</u>		
	ENDING FUND BALANCE	<u>3,133,308</u>	<u>3,248,308</u>	<u>115,000</u>		
<b>SANITARY SEWER FUND (204)</b>						
204-49350	TFR FROM ARPA	926,686	-	(926,686)	Transfer balancing	page 136
	TOTAL REVENUE	<u>2,586,013</u>	<u>1,659,327</u>	<u>(926,686)</u>		
	ENDING FUND BALANCE	<u>973,486</u>	<u>396,114</u>	<u>(577,372)</u>		

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Notes	Page Reference
<b>VEHICLE &amp; EQUIPM REPLCMNT FUND (300)</b>						
300-49100	TFR FROM GENERAL FUND	1,998,935	4,107,919	2,108,984	Mostly \$1.95M one-time adjustment	
	TOTAL REVENUE	<u>2,420,179</u>	<u>4,529,163</u>	<u>2,108,984</u>		
30060600-53420	VEHICLES	-	23,781	23,781	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	30,035	30,035	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	40,000	40,000	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	20,098	20,098	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	40,000	40,000	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	45,000	45,000	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	45,000	45,000	VERF changes - rolled forward from FY24	page 139
	TOTAL EXPENDITURES	<u>1,908,686</u>	<u>2,152,600</u>	<u>243,914</u>		
	ENDING FUND BALANCE	<u>5,785,580</u>	<u>7,894,564</u>	<u>2,108,984</u>		
<b>AMERICAN RESCUE PLAN FUND (350)</b>						
35060620-52800	GRANT MISC CONTRACTUAL SERVICE	2,118,899	999,131	(1,119,768)	Transfer balancing	page 182
	TOTAL EXPENDITURES	<u>2,449,790</u>	<u>1,330,022</u>	<u>(1,119,768)</u>		
	ENDING FUND BALANCE	<u>1,098,784</u>	<u>822,552</u>	<u>(276,232)</u>		
<b>GENERAL RESERVE FUND (360)</b>						
36060610-52723	OTHER CLAIMS & JUDGMENTS	-	300,000	300,000	Property tax settlement update	page 185
	TOTAL EXPENDITURES	<u>-</u>	<u>300,000</u>	<u>300,000</u>		
	ENDING FUND BALANCE	<u>1,697,634</u>	<u>2,697,634</u>	<u>1,000,000</u>		
<b>INFORMATION TECHNOLOGY FUND (610)</b>						
610-49100	TFR FROM GENERAL FUND	1,252,963	1,255,001	2,038	Transfer balancing	page 197
	TOTAL REVENUE	<u>1,365,190</u>	<u>1,367,228</u>	<u>2,038</u>		
	ENDING FUND BALANCE	<u>133,482</u>	<u>135,520</u>	<u>2,038</u>		

Budget Amendment 2023/24 - #9 - Exhibit

General Ledger Code	Project String	Description	Original Estimate	Updated Estimate	Difference	Notes	Page Reference
<b>GENERAL OPERATING FUND (100)</b>							
10040424-59600		TFR TO EQUIPMENT SERVICES	242,935	238,347	(4,588)	Transfer balancing	page 98
10040440-52199		OTHER PROFESSIONAL SERVICES	244,800	194,800	(50,000)	Grants consultant - roll forward - 1x	page 102
10040440-51411		SMALL SCHEDULED EQUIPMENT	16,504	6,504	(10,000)	Mobile tablets - roll forward - 1x	page 102
		TOTAL EXPENDITURES	<u>47,151,809</u>	<u>47,087,221</u>	<u>(64,588)</u>		
		ENDING FUND BALANCE	<u>25,876,858</u>	<u>25,941,446</u>	<u>64,588</u>		
<b>CAPITAL REPLACEMENT &amp; IMPROVEMENT FUND (200)</b>							
Expenditures							
20040470-53200-40800		BUILDING	15,945,070	-	(15,945,070)	separate Fire Station projects	page 125
20040470-53100-40800		LAND	270,407	-	(270,407)	separate Fire Station projects	page 125
20040470-53100-40806		LAND	-	270,407	270,407	separate Fire Station projects	page 125
20040470-53200-40805		BUILDING	-	7,972,535	7,972,535	separate Fire Station projects	page 125
20040470-53200-40806		BUILDING	-	7,972,535	7,972,535	separate Fire Station projects	page 125
		TOTAL EXPENDITURES	<u>20,409,894</u>	<u>20,409,894</u>	<u>-</u>		
		ENDING FUND BALANCE	<u>(10,998,788)</u>	<u>(10,998,788)</u>	<u>-</u>		
<b>SANITARY SEWER FUND (204)</b>							
204-49350		TFR FROM ARPA	926,686	1,296,000	369,314	Transfer balancing	page 136
		TOTAL REVENUE	<u>2,562,718</u>	<u>2,932,032</u>	<u>369,314</u>		
20440470-52999-40505		OTHER CONTRACTUAL SERVICES	65,000	85,000	20,000	Lateral reimbursements	page 137
		TOTAL EXPENDITURES	<u>3,576,254</u>	<u>3,596,254</u>	<u>20,000</u>		
		ENDING FUND BALANCE	<u>743,378</u>	<u>1,092,692</u>	<u>349,314</u>		
<b>VERF Fund (300)</b>							
30060600-53420	VERF-FIN-205	VEHICLES	23,781	-	(23,781)	VERF changes - rolled forward to FY25	page 140
30060600-53420	VERF-PD-154	VEHICLES	30,035	-	(30,035)	VERF changes - rolled forward to FY25	page 140
30060600-53420	VERF-PW-066	VEHICLES	40,000	-	(40,000)	VERF changes - rolled forward to FY25	page 140
30060600-53420	VERF-PW-053	VEHICLES	20,098	-	(20,098)	VERF changes - rolled forward to FY25	page 140
30060600-53420	VERF-PW-059	VEHICLES	40,000	-	(40,000)	VERF changes - rolled forward to FY25	page 140
30060600-53420	VERF-PW-081	VEHICLES	45,000	-	(45,000)	VERF changes - rolled forward to FY25	page 140
30060600-53420	VERF-PW-080	VEHICLES	45,000	-	(45,000)	VERF changes - rolled forward to FY25	page 140
		TOTAL EXPENDITURES	<u>3,505,365</u>	<u>3,261,451</u>	<u>(243,914)</u>		
		ENDING FUND BALANCE	<u>5,274,087</u>	<u>5,518,001</u>	<u>243,914</u>		
<b>COMMUNITY DEV GRANTS FUND (331)</b>							
33150532-59330		TFR TO CD SPECIAL FUND	156,000	169,257	13,257	Transfer balancing	page 164
		TOTAL EXPENDITURES	<u>7,822,294</u>	<u>7,835,551</u>	<u>13,257</u>		
		ENDING FUND BALANCE	<u>(4,109,177)</u>	<u>(4,122,434)</u>	<u>(13,257)</u>		
<b>AMERICAN RESCUE PLAN FUND (350)</b>							

General Ledger Code	Project String	Description	Original Estimate	Updated Estimate	Difference	Notes	Reference
35060620-59204		TFR TO SANITARY SEWER FUND	130,000	1,296,000	1,166,000	Transfer balancing	page 182
35060620-59202		TFR TO LMFT TAX FUND	115,000	345,000	230,000	Transfer balancing	page 182
		TOTAL EXPENDITURES	<u>6,514,804</u>	<u>7,910,804</u>	<u>1,396,000</u>		
		ENDING FUND BALANCE	<u>3,398,574</u>	<u>2,002,574</u>	<u>(1,396,000)</u>		
 <b><u>GENERAL RESERVE FUND (360)</u></b>							
36060610-52723		OTHER CLAIMS & JUDGMENTS	1,600,000	300,000	(1,300,000)	Property tax settlement update	page 185
		TOTAL EXPENDITURES	<u>1,600,000</u>	<u>300,000</u>	<u>(1,300,000)</u>		
		ENDING FUND BALANCE	<u>1,617,634</u>	<u>2,917,634</u>	<u>1,300,000</u>		



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

**AN ORDINANCE APPROVING THE FISCAL YEAR 2024-2025 ANNUAL BUDGET**

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

**WHEREAS**, the Finance Director acting as Budget Director pursuant to Urbana City Code Sections 2-129 and 2-130 has compiled a proposed annual budget ordinance for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in accordance with 65 ILCS 5/8-2-9.1 through and including 65 ILCS 5/8-2-9.9 and Urbana City Code Chapter 2, Article VI, Division 2; and

**WHEREAS**, the Mayor has made the proposed annual budget ordinance conveniently available for public inspection by publication in pamphlet form and by posting it on the City’s website at least 14 days prior to a public hearing on such ordinance; and

**WHEREAS**, the City Council held a public hearing on the proposed annual budget ordinance at 7:00 p.m., June 17, 2024 after due and proper notice of the availability for inspection of such ordinance and notice of such public hearing having been given by publication in *The News-Gazette*, a newspaper having general circulation within the City of Urbana, which date was at least 14 days prior to the time of the public hearing; and

**WHEREAS**, the City Council and the Mayor, being the corporate authorities, find that it is in the best interests of the City to approve the proposed annual budget ordinance as heretofore further changed, modified, and amended.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS, as follows:**

**Section 1.**

The City of Urbana Fiscal Year 2024-2025 Annual Budget, a true and correct copy of which is attached hereto and made a part hereof as if set forth herein, be and the same is hereby passed, approved, and adopted as the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2024 and ending June 30, 2025, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

**Section 2.**

The Finance Director acting as the Budget Director is hereby authorized to amend the Fiscal Year 2024-2025 Annual Budget to increase expenditures by the amount of encumbrances outstanding as of June 30, 2024.

**Section 3.**

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 (65 ILCS 5/1-2-4).

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the corporate authorities (5 of 8 votes) of the City of Urbana, Illinois, at a duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this\_\_ day of\_\_\_\_\_, 20\_.

AYES: \_\_\_\_\_

NAYS:\_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Darcy Sandefur, City Clerk

**APPROVED BY THE MAYOR** this\_\_ day of\_\_\_\_\_, 20\_.

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

## Budget Ordinance FY2024/25 - Exhibit

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Notes	Page Reference
<b>GENERAL OPERATING FUND</b>						
100-40305	STATE SALES TAX	6,795,051	7,795,051	1,000,000	Grocery tax - one-time	page 48
	TOTAL REVENUE	<u>46,231,812</u>	<u>47,231,812</u>	<u>1,000,000</u>		
10060610-59200	TFR TO CA REPL & IMPR FUND	6,249,619	7,049,619	800,000	reconcile Capital Improvement transfer	page 122
10020200-52199	OTHER PROFESSIONAL SERVICES	120,648	15,000	(105,648)	PD savings	page 73
10040440-52199	OTHER PROFESSIONAL SERVICES	81,256	131,256	50,000	Grants Consultant - roll forward	page 102
10040440-51411	SMALL SCHEDULED EQUIPMENT	1,028	11,028	10,000	Mobile tablets - roll forward	page 102
10040401-50110	SALARY - REGULAR EMPLOYEES	238,443	302,110	63,667	Arbor Tech	page 91
10040401-50220	FICA AND MEDICARE	16,705	21,576	4,871	Arbor Tech	page 91
10040401-50210	INSURANCE	60,724	82,174	21,450	Arbor Tech	page 91
10040401-50251	IMRF & SURS	17,833	22,570	4,737	Arbor Tech	page 91
10040401-51600	UNIFORMS	1,150	1,550	400	Arbor Tech	page 91
10040401-51410	SMALL TOOLS & EQUIPMENT	4,973	37,323	32,350	Arbor Tech - 1x	page 91
10050523-52999	OTHER CONTRACTUAL SERVICES	281,571	481,571	200,000	Social Service Funding Increase	page 110
10020201-50110	SALARY - REGULAR EMPLOYEES	4,763,796	4,681,404	(82,392)	Move PD SW to one-time contractor	page 74
10020201-50220	FICA AND MEDICARE	82,476	76,173	(6,303)	Move PD SW to one-time contractor	page 74
10020201-50210	INSURANCE	783,277	761,827	(21,450)	Move PD SW to one-time contractor	page 74
10020201-50252	POLICE PENSION	2,087,705	2,081,575	(6,130)	Move PD SW to one-time contractor	page 74
10020201-50230	EMPLOYEE ALLOWANCES	72,303	71,903	(400)	Move PD SW to one-time contractor	page 74
10020201-51600	UNIFORMS	103,309	103,159	(150)	Move PD SW to one-time contractor	page 74
10020201-52999	OTHER CONTRACTUAL SERVICES	8,825	125,650	116,825	Move PD SW to one-time contractor	page 74
	TOTAL EXPENDITURES	<u>55,101,975</u>	<u>56,183,801</u>	<u>1,081,826</u>		
	ENDING FUND BALANCE	<u>17,006,695</u>	<u>16,989,457</u>	<u>(17,238)</u>		
<b>LOCAL MOTOR FUEL TAX FUND (202)</b>						
202-49350	TFR FROM ARPA	-	115,000	115,000	Transfer balancing	page 130
	TOTAL REVENUE	<u>1,044,698</u>	<u>1,159,698</u>	<u>115,000</u>		
	ENDING FUND BALANCE	<u>3,133,308</u>	<u>3,248,308</u>	<u>115,000</u>		
<b>SANITARY SEWER FUND (204)</b>						
204-49350	TFR FROM ARPA	926,686	-	(926,686)	Transfer balancing	page 136
	TOTAL REVENUE	<u>2,586,013</u>	<u>1,659,327</u>	<u>(926,686)</u>		
	ENDING FUND BALANCE	<u>973,486</u>	<u>396,114</u>	<u>(577,372)</u>		

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Notes	Page Reference
<b><u>VEHICLE &amp; EQUIPM REPLCMNT FUND (300)</u></b>						
300-49100	TFR FROM GENERAL FUND	1,998,935	4,107,919	2,108,984	Mostly \$1.95M one-time adjustment	
	TOTAL REVENUE	<u>2,420,179</u>	<u>4,529,163</u>	<u>2,108,984</u>		
30060600-53420	VEHICLES	-	23,781	23,781	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	30,035	30,035	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	40,000	40,000	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	20,098	20,098	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	40,000	40,000	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	45,000	45,000	VERF changes - rolled forward from FY24	page 139
30060600-53420	VEHICLES	-	45,000	45,000	VERF changes - rolled forward from FY24	page 139
	TOTAL EXPENDITURES	<u>1,908,686</u>	<u>2,152,600</u>	<u>243,914</u>		
	ENDING FUND BALANCE	<u>5,785,580</u>	<u>7,894,564</u>	<u>2,108,984</u>		
<b><u>AMERICAN RESCUE PLAN FUND (350)</u></b>						
35060620-52800	GRANT MISC CONTRACTUAL SERVICE	2,118,899	999,131	(1,119,768)	Transfer balancing	page 182
	TOTAL EXPENDITURES	<u>2,449,790</u>	<u>1,330,022</u>	<u>(1,119,768)</u>		
	ENDING FUND BALANCE	<u>1,098,784</u>	<u>822,552</u>	<u>(276,232)</u>		
<b><u>GENERAL RESERVE FUND (360)</u></b>						
36060610-52723	OTHER CLAIMS & JUDGMENTS	-	300,000	300,000	Property tax settlement update	page 185
	TOTAL EXPENDITURES	<u>-</u>	<u>300,000</u>	<u>300,000</u>		
	ENDING FUND BALANCE	<u>1,697,634</u>	<u>2,697,634</u>	<u>1,000,000</u>		
<b><u>INFORMATION TECHNOLOGY FUND (610)</u></b>						
610-49100	TFR FROM GENERAL FUND	1,252,963	1,255,001	2,038	Transfer balancing	page 197
	TOTAL REVENUE	<u>1,365,190</u>	<u>1,367,228</u>	<u>2,038</u>		
	ENDING FUND BALANCE	<u>133,482</u>	<u>135,520</u>	<u>2,038</u>		



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

**Meeting:** June 24, 2024, Council Meeting  
**Subject:** Board and Commission Reappointments

**Summary**

*Action Requested*

City Council is asked to approve the following City board and commission reappointments.

*Brief Background*

***Bicycle and Pedestrian Advisory Commission***

**Nancy Westcott – term ending June 30, 2027**

“I believe the I am a good condidate to continue on BPAC as I can contribute in particular to the pedestrian issues. As a person over 70, as a person with low vision, and as a member of the board (soon to be president) of PACE inc serving persons with disabilities, I can help provide perspective and perhaps be a conduit between these communities, the city, Park District and MTD.”

***Building Safety Code Board of Appeals***

**Scott Kunkel – term ending June 20, 2027**

Scott Kunkel is a licensed architect with over 30 years of experience, and currently serves as the CEO and Director of Architecture & Planning for Hartman Capital/JSM Living. With 15 years on the board, he has assisted the City in completing two code cycles (2009 and 2021) and currently serves as board chair.

***Community Development Commission***

**Anne Heinze Silvas – term ending June 30, 2027**

“I serve on the Community Development Commission as chair, and have been on this commission for many years – maybe 30 years by now. Our role is to serve as a voice for residents who are served by city programs in targeted areas, to review programs that council considers for funding, and to provide advice and perspective to staff as they manage funds and implement programs. As a resident of Urbana, I’m grateful to staff for their skillful management of the programs and for the funders who allow us to provide programs that improve housing, increase the number of housing units in our community, and provide some social services to those who need some assistance. Serving on the commission is one

way that I can support those efforts. We sometimes are required to make difficult decisions regarding the recommendations and my experience on the commission is helpful in those situations. Thank you for considering my request for reappointment.

### ***Community Development Commission***

#### **Patricia Jones – term ending June 30, 2027**

“I believe that the Community Development Block Program and similar programs provide vital support for the City’s commitment to affordable housing and social justice. I appreciate the opportunity to learn about programmatic opportunities and constraints, and to vote on these matters to be forwarded to City Council. I am pleased to continue service as a volunteer Commissioner.”

### ***Design Review Board***

#### **Matt Cho – term ending June 30, 2027**

“My degrees in architecture and urban planning make me a good candidate for reappointment to the Design Review Board. In addition to being born and raised in Urbana, I also now reside in the West Urbana neighborhood.”

### ***Historic Preservation Commission***

#### **Laura O’Donnell – term ending June 30, 2027**

“I am writing to express my desire to be reappointed to Urbana's Historic Preservation Commission. In addition to having an interest in the preservation and protection of resources, I have an MA in Art History and have taken several architectural history classes. I would like to continue to serve on the Urbana Historic Preservation Committee because I believe that buildings from the past enable the city to retain a connection to its historical identity and also help attract new residents, businesses, and visitors. During the term that I have served I have found the work of the HPC engaging, important, and have learned a lot from the more senior members and the processes the city uses to preserve and revitalize our historic buildings and would like to continue to serve on this commission.”

### ***Historic Preservation Commission***

#### **Angela Urban – term ending June 30, 2027**

“I would like to continue with City of Urbana’s Historic Preservation Commission for a second term. As a community planner with the federal government, my interest in preservation stems from an eye towards sustainability. In addition, I firmly believe that what makes a city, such as Urbana, unique is the complexity of its urban fabric. Historic preservation plays a key role.”

***Plan Commission*****Andrew Fell – term ending June 30, 2027**

“I wish to be reappointed to the Plan Commission. I believe it is important to have a variety of individuals, with varied skills on the Board. As an architect, I can contribute an expertise not shared with other current members. I also believe continuity and historical knowledge on the Board matters, and I am now the second longest serving member. Perhaps as important, I take my role seriously and rarely am I absent from meetings.”

***Plan Commission*****Karen Simms– term ending June 30, 2027**

“Since my initial appointment to the committee 2021, I have diligently served and contributed to its endeavors. Although I do not possess formal expertise in city planning, my keen understanding of the implications of government decisions enables me to pose pertinent questions. This facilitates the committee in contextualizing the application of rules and foreseeing potential unintended consequences. Moreover, I am committed to ensuring that the City's vision of equity and justice remains at the forefront of discussions. Participating in the commission has provided me with invaluable insights into civics and the profound impact of local governance on the health, wealth, and resilience of our community. I am eager to continue serving on the Planning Commission and contributing to the betterment of our city.”

***Zoning Board of Appeals*****Joanne Chester – term ending June 30, 2029**

“I would very much like to be reappointed to the Zoning Board of Appeals. I think that my background as the Cunningham Township Assessor for 32 years have been very helpful in the work of the Board. I do have institutional memory of the properties, their location and what have happened over the years to both residential and commercial neighborhoods. I have enjoyed the experience very much.”

**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.

*Strategic Goals & Plans* N/A

*Previous Council Actions* N/A



**Discussion**

*Recommendation*

City Council is asked to approve the reappointments of all current board and commission members listed in this memo.

*Next Steps*

If approved, the Office of the Mayor will notify all members of their reappointments and thank them for their continuing service.

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

Reviewed: Diane Wolfe Marlin, Mayor

Approved: Carol J. Mitten, City Administrator