
DATE: Tuesday, March 04, 2025
TIME: 12:30 PM
PLACE: 706 South Glover Avenue Urbana, IL 61802

AGENDA

- A. Call to Order and Roll Call**
- B. Approval of Minutes of Previous Meeting**
 - [1. December 12, 2024 Meeting Minutes](#)
- C. Public Input**
- D. Unfinished Business**
- E. New Business**
 - [1. No Parking on Harding Drive at Steer Place](#)
- F. Adjournment**

PUBLIC INPUT

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

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaillinois.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@urbanaininois.us



CITY OF
URBANA

CITY OF URBANA TRAFFIC COMMISSION SPECIAL MEETING

DATE: December 10, 2024
TIME: 12:30 PM
PLACE: 706 South Glover Avenue, Urbana, IL 61802

UNAPPROVED MINUTES

Members Present: Chaundra Bishop, Richard Surles, John Zeman

Members Absent: none

Others Present: Members of the public

A. Call to Order and Roll Call

Chaundra Bishop called the meeting to order at 12:30 pm. Roll call was taken. A Quorum of Members was present.

B. Approval of Minutes of Previous Meeting

1. May 2024 Meeting Minutes

Rich Surles pointed out a conflict with the date of the unapproved minutes from the last meeting and today's agenda. After the amendment to the minutes, Richard Surles motioned to approve the minutes, Chaundra Bishop seconded. Motion approved with a unanimous voice vote.

C. Public Input

None

D. Unfinished Business

None

E. New Business

1. 2025 Meeting Schedule

John Zeman reviewed the new schedule for meetings in 2025. He proposed to have the traffic commission meeting moved from September 2nd to September 9th to avoid a possible conflict with Labor Day. Richard Surles motioned to approve the new 2025 meeting schedule. John Zeman seconded. Motion approved with unanimous vote.

2. Update to Schedule A (Increasing Speed Limits) of the Local Traffic Code

Urbana Traffic code includes schedules and tables that itemize where traffic regulations, passed by ordinance, are in place. Charlie Smyth raised a concern that Schedule A of section 23-62 of the local traffic code identified certain zones on various streets with currently posted speed limits that differ from the speed permitted by state law, without a corresponding ordinance. After some discussion, corrections and revisions were made to item E2 of the packet, including removing Philo Road between Fairlawn Drive and Mumford Drive and changing Philo Road between Mumford Drive and Windsor Road to Philo Road between Colorado Avenue to Windsor Road. With these corrections, Richard Surles motioned for approval of an ordinance amending Schedule A, Chaundra seconded. Motion approved with unanimous vote.

3. Discussion of Cottage Grove Avenue (Philo Road to Washington Street)

There is an email from a resident concerning the piece of Cottage Grove that meets Philo Road. Resident is concerned with the speed of traffic coming through Cottage Grove where it meets East Washington Street and is requesting that we assess the area to see if a traffic impediment is warranted. There was a brief discussion of possible striping/cautionary sign, however, no immediate resolution at this time.

F. Adjournment

The meeting adjourned at 1:19 PM.

John Zeman

From: Dave Smysor
Sent: Friday, February 14, 2025 2:58 PM
To: John Zeman
Cc: Demond Dade
Subject: RE: Temporary No Parking in front of Steer Place

I have no concerns and I agree with your recommendation.

Dave Smysor
Deputy Chief of Operations

Police Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
Office: 217.384.2320



Committed to the Ten Shared Principles

*Working Together to Build Trust, Improve Relationships, and
Keep Communities Safe*

From: John Zeman
Sent: Friday, February 14, 2025 2:51 PM
To: Dave Smysor
Cc: Demond Dade
Subject: Temporary No Parking in front of Steer Place

Dave,

Good afternoon. I have a request from Chief Dade to temporarily remove on-street parking for the north side of Harding Drive, in front of Steer Place (1202 E. Harding) while Steer Place has some construction underway. The Fire Department needs that space for access. A permanent parking restriction like this would require an ordinance passed by City Council. By Section 23-22 of City Code, the Chief of Police and the City Engineer can agree to implement temporary or experimental traffic regulations for a period of up to 90 days. Since you are the Police representative on Traffic Commission, I'm bringing this to you for approval.

I recommend installing No Parking signs to indicate that there is no parking for the short segment in front of Steer Place, as illustrated below. We would put it in place for 90 days, until mid-May, and we will ensure that the signs are removed by that point. Do you have any concerns or objections with this temporary No Parking regulation?



Let me know if you have any questions.

Thanks,

John C. Zeman, PE, SE
City Engineer

Public Works Department | City of Urbana
706 Glover Ave | Urbana, Illinois 61802
217.384.2390



Under the Illinois Freedom of Information Act (FOIA), any written communication to or from City of Urbana employees, officials or board and commission members regarding City of Urbana business is a public record and may be subject to public disclosure.