

RESOLUTION NO. 7677-R4

A RESOLUTION AUTHORIZING THE  
MAYOR TO ACCEPT A PROPOSAL AND  
ENTER INTO A CONTRACT FOR  
CODIFICATION OF THE URBANA CITY CODE

WHEREAS, the City Council of the City of Urbana has previously resolved and expressed its sense that a codification firm should be retained for the purposes of codifying the Urbana City Code, provided that the estimated cost thereof not exceed \$7,000.00; and

WHEREAS, the City Attorneys have solicited proposals from various codification firms to undertake this project and have recommended acceptance of the proposal submitted by the Municipal Code Corporation of Tallahassee, Florida, the estimated cost of which is \$6,937.50 including all editorial work, the printing of 200 copies of an estimated 450 page Code, and 25 looseleaf binders.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS:

1. That the Mayor is hereby and herewith authorized to accept the proposal submitted by the Municipal Code Corporation of Tallahassee, Florida, for the Codification of the Urbana City Code, a copy of said proposal being attached hereto and incorporated herein by reference; and

2. That the Mayor is hereby and herewith authorized to enter into any contract with said firm to complete said codification project, provided the terms and conditions of any such contract do not differ from those currently contained in the attached proposal.

PASSED by the City Council on this 19 day of July, 1976.

  
\_\_\_\_\_  
Duane Eckerty, City Clerk

APPROVED by the Mayor this 22 day of July, 1976.

  
\_\_\_\_\_  
Hiram Paley, Mayor

PROPOSAL  
for the  
CODIFICATION OF THE ORDINANCES  
of the  
CITY OF URBANA, ILLINOIS  
by the  
MUNICIPAL CODE CORPORATION  
Tallahassee, Florida

March 17, 1976



To: The City of Urbana, Illinois

The MUNICIPAL CODE CORPORATION, a corporation duly authorized and existing under the laws of the State of Florida, hereinafter referred to as the Corporation hereby offers to revise, edit and codify the ordinances and publish a new Code of Ordinances for the CITY OF URBANA, a municipal corporation duly organized and existing under the laws of the State of Illinois, according to the following terms and conditions.

PART ONE

A. EDITORIAL WORK:

The Corporation will, under the supervision of the Attorney for the Municipality, hereinafter referred to as the Attorney:

(1) GENERALLY. Codify the ordinances of a general and permanent nature passed in final form by the Municipality as of the date of any contract entered into pursuant to this proposal; provided, however, that the Municipality may forward to the offices of the Corporation all ordinances passed subsequent to said date for inclusion in the new Code up to the time of notice of completion of the editorial work as provided in Paragraph (5) of this Part. The new Code will include only the active and effective ordinances of the Municipality. All repealed or obsolete ordinances will be excluded.

The codification process shall include the following:

(a) Chapter Arrangement. Each chapter of the new Code shall be all inclusive and shall embrace all ordinances dealing with the subject matter of

Ord 7677-R4  
09.3

that chapter, and within the chapter itself, the ordinances shall be arranged in an orderly and logical fashion.

(b) Catchlines. Preparation of a catchline for each section, which catchline shall reflect the content of the section.

(c) History Notes. Preparation of a history note for each section of the new Code, which note will indicate the source from which the section is derived.

(d) Footnotes and Cross References. Prepare editorial footnotes and cross references which tie together related sections of the new Code.

(2) CHARTER. If the Municipality operates under a special Charter granted by the State Legislature or adopted by the people, the Corporation will compile such Charter by working all amendments into their proper places, preparing explanatory notes, where necessary to facilitate usage of such Charter, and print and include the Charter in the new Code.

(3) EDITORIAL CONFERENCE. All editorial work will be performed in the offices of the Corporation in Tallahassee, Florida. Upon completion of the basic editorial research, the editor in charge of the Code will notify the Attorney and arrange for a conference with him for review of the manuscript for the proposed Code. The editor will be at the disposal of the Attorney and will spend whatever time is necessary to review the manuscript in order for the Attorney to subsequently recommend the adoption of the Code. The Attorney will be free to make changes in the manuscript at this conference to be held in the CITY OF URBANA.

(4) POST-CONFERENCE WORK. Upon completion of the editorial conference, the Code manuscript will be prepared for typesetting and printing.



(5) NOTICE OF COMPLETION OF EDITORIAL WORK. Upon completion of the post-conference work, the Corporation will notify the Attorney in writing, that the Code manuscript is ready for typesetting and printing. No ordinances will be included in the Code manuscript subsequent to such notice.

(6) PROOFS. After the entire Code is set in type, the Corporation will submit one (1) full set of proofs to the Attorney for review. The Corporation assumes the responsibility of proof-reading and typographical correctness. Word changes on the proofs may be made without charge. However, should entire sections, articles or chapters constituting more than a page of type be deleted, the Municipality will be charged for such deleted type at the per page rate as provided in Part Two, Paragraph (2).

It shall be the duty of the Attorney to return the proofs, with the changes indicated thereon, within thirty (30) days from the date of receipt. If the proofs are not returned within said thirty (30) days, and if the Attorney does not, within said thirty (30) days, notify the Corporation that there will be a delay in returning the proofs, it will be assumed that no changes are to be made and the Corporation will proceed to print the Code and no changes shall thereafter be made in its content.

(7) ADVANCE COPIES AND ADOPTION OF CODE. When the proofs are returned by the Attorney, or at the expiration of thirty (30) days after their receipt by the Attorney, and in the absence of the notice of delay provided for in Paragraph (6) above, the Corporation will proceed to print the Code in accord with Section B, Printing and Binding Specifications. When the printing is complete, the Corporation will submit three (3) advance copies bound for filing, along with a form of a suggested adopting ordinance. After the Attorney for the Municipality drafts the adopting ordinance and the same is enacted, the Corporation shall be furnished a true copy of the adopting ordinance and the Corporation will print the same to be inserted into all copies of the new Code.

It shall be the responsibility of the Municipality to adopt the Code and furnish the Corporation with a copy of the adopting ordinance within ninety (90) days from receipt of the advance copies by the Attorney. If the Code has not been adopted within ninety (90) days, the Corporation will proceed with the binding and ship all copies of the completed Code to the Municipality. Upon such shipment, all moneys shall be due and payable as set out in Part Two, Paragraph (3). If the Code is adopted subsequent to such shipment, the adopting ordinance will be printed and forwarded to the Municipality for insertion in the Codes at such time as said ordinance is forwarded to the Corporation.

(8) INDEX. A comprehensive, legal and factual general Index for the Code will be prepared and inserted in the Codes prior to final shipment. An Index will also be prepared for the Charter, if included in the Code.

(9) COMPARATIVE TABLE. A Comparative Table, listing the ordinances included in the Code in chronological or numerical sequence and setting out the location of such ordinances in the Code, will be prepared and inserted in the Codes prior to final shipment.

B. PRINTING AND BINDING SPECIFICATIONS:

(10) PRINTING. The Corporation will print:

(a) The text of the Code in ten-point type with boldface catchlines;

(b) The Index in eight-point type with main headings in lightface capitals;\*

(c) The editorial notes and cross references in eight-point type with boldface headings;

(d) The specified number of copies of the Code, as set out in Part Two herein, on 50 lb. English Finish Book Paper, or its equivalent;

\*Ten-point type Index for 8-1/2 x 11 inch single column page.



(e) The pages shall be approximately nine inches by six inches or 8-1/2 x 11 inches, single column format.

(11) TABULAR MATTER. In the event the manuscript for the Code should contain tables, drawings, designs, Algebra formulae and the like for which either engraved cuts or methods of reproduction other than straight line casting operation are required, the cost of such engravings or tabular matter will be additional to the costs as provided in Part Two, Paragraph (2).

(12) BINDING. The Corporation will bind copies of the completed Code in mechanical post-type binders, each with slide-lock fasteners and with imitation leather covers stamped in gold leaf, as provided in Part Two, Paragraph (2) hereof. The unbound copies of the Code, if any, will be punched and wrapped separately for storage and eventual binding by the Municipality. Additional binders can be ordered at any time by the Municipality, at the then current prices.

(13) SEPARATOR TABS. The Corporation will furnish, without additional charge, separator tabs for the major portions of the Code for all copies housed in mechanical looseleaf binders. The tabs furnished will be in the standard format utilized by the Corporation.

(14) REPRINTS OF CHAPTERS. Additional copies of specific chapters or any portion of the Code may be printed at the same time the original Code is printed as provided above, and bound in paper covers. All orders for additional copies of portions of the Code must be placed at the time the proofs are returned to the Corporation, or prior thereto. A price list is attached to the back of this proposal.

PART TWO

The Municipality will:

(1) COPIES OF MATERIAL. Furnish the Corporation, for its use in performance of this proposal, either typed or printed copies of all ordinances of a general and permanent nature passed in final form.

(2) COSTS. Pay the Corporation for the work of codifying, printing and binding as herein provided as follows:

(a) Editorial work and printing  
two hundred (200) copies of  
the Code . . . . . \$15.00  
per page, including blank pages.

(b) Twenty-five (25) mechanical  
looseleaf binders . . . . . \$ 7.50 each

(3) PAYMENT. Money due hereunder shall be due and payable as follows:

Upon signing of the contract . \$1,500.00

Within thirty (30) days after  
completion of the editorial  
conference . . . . . 2,000.00

Within thirty (30) days after  
submission of the proofs to  
the Municipality . . . . . 1,500.00

Balance upon final delivery  
of the completed Codes to  
the Municipality.

(4) FREIGHT CHARGES. The above costs do not include freight charges. The Municipality shall pay all freight charges. The shipment will be forwarded prepaid and invoiced to the Municipality at the time of final billing.



PART THREE

LOOSELEAF SUPPLEMENT SERVICE

(1) SCHEDULE. After the official adoption and shipment of the new Code as herein provided, the Corporation shall maintain the same up-to-date by the publication of Looseleaf Supplements containing the new ordinances of a general and permanent nature enacted by the governing body. The Supplements can be published monthly, bimonthly, quarterly, semiannually or annually, depending on the requirements of the Municipality. There is no additional charge for more frequent publication. A minimum of thirty (30) working days shall be required for delivery of a Supplement, following publication of the previous Supplement.

(2) ORDINANCES TO BE FURNISHED BY MUNICIPALITY. It is requested that the ordinances be forwarded to the Corporation for recording and processing promptly following enactment by the Municipality.

(3) INCLUSION IN CODE. The new ordinances will be studied in conjunction with the existing provisions of the Code for the purpose of determining if any provisions of the Code are repealed, amended or superseded by the new ordinances. The page or pages of the Code containing provisions that are specifically repealed or amended by the new ordinance shall be reprinted or printed to remove such repealed or amended provisions and to insert the new ordinances.

(4) INDEX AND TABLES. When the inclusion of new material necessitates changes in the Index, appropriate entries will be prepared and the necessary pages of the Index will be reprinted to include the new entries. The Comparative Table will also be kept up-to-date by listing the ordinances included in each Supplement, together with their disposition in the Code. The Table of Contents will also be kept current to reflect changes in the Code volume.

(5) INSTRUCTION SHEET. Each Supplement will contain a page of instructions for removal of the obsolete pages and insertion of the new pages.

(6) COSTS. The Corporation will prepare the ordinances editorially and print two hundred (200) copies of each Supplement for the sum of THIRTEEN DOLLARS (\$13.00) per page, including blank pages.

For the purpose of this Part Three, a page is hereby defined as the area on one (1) side of a sheet of paper. A sheet contains two (2) pages.

(7) TABULAR MATTER. The costs provided in Paragraph (6) above are based on a page containing type for ordinary composition. Should the Supplement contain tables, drawings and the like for which other methods of reproduction other than straight line casting operation are required, the cost of such engravings or tabular matter will be additional to the costs as provided above.

(8) FREIGHT CHARGES. The Supplements will be shipped to the Municipality, for distribution to the holders of the Codes. The shipment will be prepaid and invoiced at the time of final billing. The Municipality shall have the exclusive right to sell the Codes and Supplements.

(9) PAYMENT. All money due the Corporation for the publication of the Looseleaf Supplements will be due and payable within thirty (30) days after the date the Municipality is invoiced for the same by the Corporation, without interest.

(10) TERMINATION. The Looseleaf Supplement Service provided under Part Three hereof shall be in full force and effect for a period of one (1) year from the date of shipment of the completed Codes to the Municipality and shall be automatically renewed from year to year, provided that either party may alter or cancel the terms of this Part Three upon sixty (60) days' written notice.

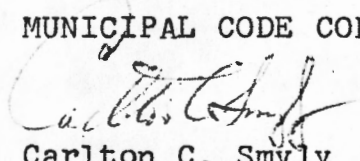


The terms of this proposal shall remain in force and effect for a period of ninety (90) days from the date appearing herein.

We at MUNICIPAL CODE CORPORATION appreciate the opportunity of submitting this proposal to the CITY OF URBANA, and sincerely hope that its terms are acceptable.

Respectfully submitted,

MUNICIPAL CODE CORPORATION



Carlton C. Smyly

Executive Vice President

ATTACHMENTS:

Sample Pages

Reprint Price List

DIVISION 5. SANITARIAN

**Sec. 2-61. Established.**

There is hereby established a sanitarian for the city.

**Sec. 2-62. Appointment.**

The sanitarian shall be appointed by the mayor by and with the advice and consent of the city council.

**Sec. 2-63. Qualifications.**

The sanitarian shall be a licensed sanitarian under the laws of the state.

**Sec. 2-64. Duty to inspect; right of entry.**

The duties of the sanitarian shall include the inspection of all food and drink establishments in the city and inspection for sanitary conditions in any other building in the city. For purposes of such inspections, the sanitarian shall have the right to enter any such premises at any reasonable time.

**Secs. 2-65—2-67. Reserved.**

DIVISION 6. SUPERINTENDENT OF THE  
ELECTRIC UTILITY

**Sec. 2-68. Created.**

There is hereby established a superintendent of the electric utility.

**Sec. 2-69. Appointment.**

The superintendent of the electric utility shall be appointed by the mayor by and with the advice and consent of the city council.

**Sec. 2-70. Duties generally.**

It shall be the duty of the superintendent of the electric utility to act as the administrator for the electric utility



department, the department responsible for electricity distribution in the city, and to review and make recommendations on the electrical installations in all new proposed construction.

Cross reference—Duties of the superintendent of the electric utility, § 12-17.

**Secs. 2-71—2-78. Reserved.**

#### DIVISION 7. SUPERINTENDENT OF STREETS AND WALKS

**Sec. 2-79. Created.**

There is hereby created the office of superintendent of streets and walks, who shall be appointed by the mayor, by and with the advice and consent of the city council. (Code 1962, § 6.601)

**Sec. 2-80. Duties generally.**

The superintendent of streets and walks shall supervise the construction of all streets and pavements in the city, and shall be charged with the duty of keeping the streets and alleys clean, free from obstructions and in good repair. He shall see that all street drains are free and unobstructed and shall perform such other duties as may be required by the city council. (Code 1962, § 6-602)

**Sec. 2-81. Duty to report violations to city council.**

The superintendent of streets and walks shall report to the city council any ordinance violation with relation to the care or use of streets, alleys or sidewalks in the city, of which he may become cognizant. (Code 1962, § 6.603)

**Secs. 2-82—2-89. Reserved.**

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- (2) Single occupancy retail operations, with a gross floor area of less than three thousand (3,000) square feet shall provide sufficient receiving space on the property so as not to hinder the fast movement of vehicles and pedestrians over a sidewalk, street or alley.
- (3) All refuse and garbage shall be held at the rear of the structure for subsequent pickup.

**Section 2. Site plan approval for multiple-family districts 4-RM and 5-RMO and 8-B.**

(a) *Purpose:* The purpose of these provisions is to permit a desirable living environment for the residents of multiple-family dwellings and to encourage a harmonious relationship between dwelling and surrounding developments by providing for a review and evaluation by the Planning and Zoning Board and the Town Commission of all site plans for projects of three (3) units or more. It is intended that such review will permit maximum flexibility in evaluating each plan on its merits and encourage variety and innovation within the intent and purpose of this ordinance.

(b) *Site plan approval required:* No permit for building or building expansion shall be issued on any building site on which there is to be located three (3) or more living units until a reproducible scale and dimension site plan, drawn to such scale as the building official may require, prepared by a registered civil engineer, land surveyor or architect has been submitted to the Zoning Board and approved by the Town Commission.

(c) *General considerations and site plan review:* The Planning and Zoning Board and the Building Inspector shall ascertain that proposed lot sizes, lot coverage, building heights, yard requirements, off-street parking provisions and other provisions are adequate to meet the requirements of this ordinance and other applicable ordinances and that such uses are harmonious with the adjacent uses and with the area. The Planning and Zoning Board and/or Town Commission may hold a public hearing on a site plan where it is determined that the public interest warrants same.

In addition to the above general considerations, the Planning and Zoning Board and the Town Commission, in the exercise of their authority, shall also consider the following specific standards and factors and shall show in the record that each factor was considered.

- (1) Ingress and egress to property and proposed structures, with reference to automotive and pedestrian safety, traffic flow and control, provision of services, and access in case of fire or catastrophe.
- (2) Manner of drainage to the property.
- (3) Utilities, with reference to hook-in locations and availability and capability for the use projected.
- (4) Off-street parking areas, with attention to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, convenience to the units it is designed to serve.



- (5) Landscaping in conjunction with parking areas and open space.
- (6) Density of development, within the framework of the permitted density.
- (7) Recreation and open spaces, with attention to the location, size and development of the areas in regard to their adequacy, their affect on privacy of adjacent living areas, and their relationship to community-wide open spaces and recreation facilities.
- (8) General character and compatibility with reference to insuring the proposed development will be designed so as not to cause substantial depreciation of property values or reduce the safety, light, air and general convenience of neighboring developments.
- (9) Setbacks, distances between structures, required screening for adjoining areas, lighting and signs.
- (d) *Procedure for obtaining site plan approval:*
  - (1) Preapplication conference—The applicant shall meet with the Building Official and/or Planning and Zoning Board of the Town of Melbourne Beach to discuss basic site plan requirements and consider preliminary features of the site and the proposed development.
  - (2) Preliminary site plan—Following the preapplication conference, five (5) copies of a preliminary site plan, prepared by a registered civil engineer, landscape architect or architect, showing the proposed general layout, a vicinity map showing the location of abutting streets, existing and proposed utilities and storm drainage system in accordance with the site plan requirements shall be submitted to the Planning and Zoning Board.
  - (3) General statement—A statement describing the general character of the intended development and the proposed method of preserving and maintaining open space shall accompany the five (5) copies of the preliminary site plan.
  - (4) Review and recommendations—Applications for site plan approval shall be submitted to the Planning and Zoning Board who shall forward copies of the proposed plans to the building department and the fire department for their written recommendations. The Planning and Zoning Board shall review said site plan and submit their written recommendations to the Town Commission within forty-five (45) days after the receipt of said plans and in no event later than one (1) week prior to the date of a public hearing on said site plan should a public hearing be held as hereinabove provided. The Town Commission shall then review the recommendations of the Planning and Zoning Board and either approve or disapprove the plan or portions of the plan submitted not later than the second regular council meeting following the receipt of the written recommendations from the Planning and Zoning Board.
- (e) *Site plan requirements:* Site plans shall include—
  - (1) Name, location, owner and designer of the proposed development.



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\*Note—The adoption, amendment, repeal, omissions, effective date, explanation of numbering system and other matters pertaining to the use, construction and interpretation of this Code are contained in the adopting ordinance and preface which are to be found in the preliminary pages of this volume.



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## REPRINT PAMPHLET PRICE LIST

EFFECTIVE NOVEMBER 1, 1974

### A. At Time of Initial Printing:

1— 50 copies ..... \$3.60 per page  
51—100 copies ..... 4.00 per page  
Each additional 50 copies ..... 0.35 per page

### B. After Initial Printing:

1— 50 copies ..... \$4.60 per page  
51—100 copies ..... 5.00 per page  
Each additional 50 copies ..... 0.35 per page

### C. Cordwain Paper Covers:

50  
Covers ..... \$40.00  
Each additional 50 covers ..... 10.00  
Chicago Screw Posts ..... 0.10 per copy  
Paper fasteners ..... 0.05 per copy

For the purpose of this price list, a page is hereby defined as the area on one (1) side of a sheet of paper. A sheet contains two (2) pages.

If desired, reprint pamphlets can be kept up-to-date at the same time the Code volume is supplemented at the cost set out in Item A above.