



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: Laurel Lunt Prussing, Mayor

FROM: Elizabeth H. Tyler, FAICP, Director

DATE: October 20, 2011

SUBJECT: Urbana's Market at the Square Strategic Plan

Introduction and Background

The Department of Community Development Services began a strategic planning process for Urbana's Market at the Square in 2010. The plan is a response to the Urbana City Council's goal of making the Market part of the City's environmental sustainability goals, concerns of growers and other vendors about the direction of the market and the need for a formal voice in the decision making process, and in recent growth trends.

The Market at the Square Strategic Plan contains goals and strategies for Urbana's Market at the Square and, if accepted by the City Council, would become the guiding document for policy and planning decisions for the Market. On October 6, 2011, the Plan Commission was asked to identify and discuss any planning concerns regarding the draft plan. The City Council is asked to accept the plan.

Policy Basis

Relevant adopted City policies are as follows:

2010 Urbana City Council and Mayor Goals

5) Goal: Environmental Sustainability.

J. Strategy: Promote production, accessibility and affordability of local farm and artisan products.

- Conduct a strategic planning process to explore the future vision, program goals and implementation steps for Market at the Square.
- Consider creation of an advisory board for the Urbana Market composed of representatives from the city of Urbana, vendors, consumers, the Urbana Business Association and others as deemed appropriate.
- Implement use of Electronic Benefits Transfer cards at the Urbana Market.
- Encourage establishment of "Friends of the Urbana Market" not-for-profit organization to provide fundraising for educational and artistic events, infrastructure and other needs.
- Grow the Urbana Market by establishing a year-round operation on a permanent location with commercial kitchen space that can be rented by vendors.

- Leverage the Urbana Market as an economic engine to drive development of a portion of downtown Urbana as a “food district.”

2005 Comprehensive Plan

Goal I3.0 Capitalize on Urbana’s unique heritage as a community with a mix of urban and small-town features.

Objectives

- 13.2 Promote community events and activities (such as the Market at the Square, Sweetcorn Festival, and local art festivals) that bring the community together and promote Urbana’s special character.

Goal 22.0 Increase the vitality of downtown Urbana as identified in the *Downtown Strategic Plan* and *Annual Action Plan*.

Objectives

- 22.3 Continue to promote the highly successful *Market at the Square*.

2002 Downtown Plan

Grow Market at the Square

1. Encourage the coordination of events and hours of operation between the Market at the Square and Lincoln Square Mall in order to benefit both entities.
2. Test feasibility of expanding Market at the Square to limited operation during selected weekdays and hours. Consider expanding season.
3. Continue recruitment of additional vendors.
4. Consider an indoor location for market events in winter months.

The Downtown Plan is currently being updated. The 2011 Downtown Urbana Plan is expected to include the following Implementation Strategy:

Adopt and implement Market at the Square Strategic Plan (page 70)

Discussion

Urbana’s Market at the Square Strategic Plan

In February 2010, a Steering Committee of stakeholders was formed to help guide the planning process. Members included a City Council member and representatives of the following: produce, meat, dairy, and arts & craft vendors; community groups; several Urbana neighborhoods; experts in sustainable agriculture and local and organic foods; long-time patrons; and the downtown business community. The Steering Committee considered the history of the Market as well as recent trends and issues. As part of the data gathering stage, the City worked with the Steering Committee to conduct public outreach. The goal of gathering public input was to collect information from a broad and diverse range of stakeholders that represent the community at large and to give voice to those with a direct stake in the Market. The approach to this outreach included the following activities:

- A public input session was held on February 23, 2010 and had 68 participants. The participants were divided into small discussion groups. The Steering Committee and City staff facilitated these discussions and took notes. Following the discussions, participants completed written surveys.
- A second public input session attended by 31 participants was also held on February 23, 2010 at the City's Developers' Roundtable Luncheon, a forum that focuses on reaching the business community in Urbana. The format for this meeting followed the same public input session as that described above.
- A survey was posted on the Market at the Square's webpage, Facebook page, and a link sent out via the Market's Twitter page. People who were unable to attend either of the public input sessions were encouraged to mail, email, or fax a completed survey to the Department of Community Development Services. A total of 58 surveys were received. A copy of the surveys can be found in Appendix B.
- A stakeholder meeting was held on March 23, 2010 with 24 participants. Market vendors, musicians, and community groups were invited along with the downtown business community. The meeting began with a brainstorming session. Participants were then divided into small groups and asked to write a Market mission statement. Once each group had crafted a Mission statement, the participants then collectively reviewed the similarities and differences between each of the statements. The whole group then spent time brainstorming about the future of the Market.

Using the information gathered from the public input as well as the study of recent trends and issues, the Steering Committee developed a mission statement:

Mission Statement

“Urbana’s farmers market is a vibrant market that connects the community with local food growers and producers, strengthens our local food economy, provides access to local artisans, and serves as a community gathering place.”

Goals

The next step in the process was to formulate a set of Goals and Implementation Strategies. These statements set the framework for how the plan will be achieved. They also reinforce the elements of the mission statement and will help guide City staff, the City Council, appointed Boards and Commissions, and the community in making important decisions related to the Market. The goals are as follows:

1. Preserve and enhance the character of the Market.
2. Ensure that the provision of a variety of fresh, healthy, local foods remains the cornerstone of the Market.
3. Encourage a dynamic, diverse, and quality Market.
4. Promote the inclusion of stakeholders in the decision making process for the Market.
5. Consider future growth of the Market that is consistent with its mission.
6. Enhance the quality of life in Urbana by providing community activities which foster social gathering and interaction.

7. Promote the Market as an educational forum for consumers to learn the uses and benefits of quality, locally grown or prepared foods.
8. Ensure that the Market continues to have a stable funding source to ensure its long-term continuity and fiscal health.
9. Strengthen the Market's role in the City's economic development efforts in the downtown and elsewhere.
10. Enhance the Market's role in the local food system.

Implementation Strategies

The Market Strategic Plan further identifies ways the goals will be implemented through an Implementation Program Matrix. One implementation strategy is to create an Advisory Board that reflects the importance of food in commerce at the Market. The Board would ideally include vendors, patrons, and Urbana business representatives to assist staff and advise the Mayor and City Council regarding policy decisions and issues that the Market may face. Detailed recommendations for the functions and makeup of this board can be found in the draft plan on page 23.

Other important strategies include considering providing additional opportunities for the Market by lengthening the season, lengthening the hours, or adding an additional Market day of the week; studying the feasibility of a permanent structure to house the Market; promoting collaboration with downtown businesses; and considering rebranding the Market to reflect its core mission as a farmers' market and strengthen its role in the local food system.

The full Implementation Program Matrix identifies the responsible City agency, other responsible entities, the timing, and the type of strategy. The Implementation Program Matrix begins on page 25 of the draft plan.

Public Comment on Draft Plan

City staff held an open house on the draft plan at the July 16, 2011 Market at the Square to present the key recommendations in the draft plan and take public comments. In addition to the open house, the draft plan has been available on the City's website at <http://www.urbanaininois.us/market> for public comment since July. City staff gave a presentation on the draft plan to Urbana Mayor and City Council on August 22, 2011.

Plan Commission Comment on Draft Plan

At their October 6, 2011 meeting, the Plan Commission reviewed and discussed the draft plan. The discussion included topics such as what the Market's definition of local is and should be, the difference between Urbana's Market at the Square and Urbana's Holiday Market, which takes place after the season for Market at the Square is over and is managed by the Urbana Business Association, and whether some type of roof structure for the Market would be appropriate. The Plan Commission advised caution regarding changes to the Market due to the success of the Market as it is. In particular, Commissioners advised caution when considering a change in the name of the Market and a change to the opening hours. For further information regarding the Plan Commission's discussion, please see the attached minutes.

Options

The Urbana City Council has the following options regarding the draft Market Strategic Plan:

1. Approve a resolution accepting the proposed plan as is;
2. Approve a resolution accepting with specific changes; or
3. Defeat a resolution accepting the proposed plan.

Recommendation

Based on the evidence presented in the discussion above, staff recommend that the City Council **approve** the resolution accepting the proposed strategic plan as is.

Prepared by:

Rebecca Bird, Planner I

Attachments: Draft Resolution
Draft Urbana's Market at the Square Strategic Plan*
Minutes from the 10/6/2011 Plan Commission meeting

* Please note that to reduce unnecessary printing, the attached plan only includes Appendix B. The other appendices can be found on line at <http://www.urbanaininois.us/market>. If you would prefer a paper copy, please contact Rebecca Bird or Teri Andel at (217) 384-2440.

cc: Market Steering Committee (email); Lisa Bralts (print); Tom Carrino (print)

RESOLUTION NO. 2011-10-038R

A RESOLUTION ACCEPTING URBANA'S MARKET AT THE SQUARE STRATEGIC PLAN

WHEREAS, the Department of Community Development Services began a strategic planning process for Urbana's Market at the Square in 2010 as a response to the Urbana City Council's goal of making Urbana's Market at the Square part of the City's environmental sustainability goals; and

WHEREAS, Urbana's Market at the Square Strategic Plan contains goals and strategies for Urbana's Market at the Square and is the guiding document for policy and planning decisions for the Market; and

WHEREAS, the Urbana Plan Commission reviewed the draft strategic plan at their October 6, 2011 meeting; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, that "Urbana's Market at the Square Strategic Plan" as attached hereto and incorporated herein by reference, is hereby accepted.

PASSED by the City Council this _____ day of _____, 2011.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, 2011.

Laurel Lunt Prussing, Mayor

Urbana's Market at the Square



Strategic Plan



City of Urbana, Illinois
Community Development Services
Approved on Month, Day, 2011
Resolution No. 2011-XX-XXX

Urbana's Market at the Square



Mayor & City Council:

Laurel Lunt Prussing, Mayor
Charlie Smyth, Ward 1
David Gehrig, Ward 2 (former)
Eric Jakobsson, Ward 2 (current)
Robert E. Lewis, Ward 3
Brandon Bowersox, Ward 4
Dennis P. Roberts, Ward 5
Heather Stevenson, Ward 6
Diane W. Marlin, Ward 7

Steering Committee Members:

Jon Cherniss, farmer & produce vendor
Alice Englebretsen, longtime patron, community group & neighborhood rep.
Jacqueline Hannah, General Manager Common Ground Food Coop
Katie Hansen, Urbana Business Association representative
Stacy Harwood, professor of planning & neighborhood representative
Amy Hatch, community group & neighborhood representative
Wes Jarrell, University of Illinois agriculture & sustainability professor emeritus
Diane Marlin, Urbana City Council Ward 7
Brian McKay, Lincoln Square Village business owner
Jeff Meyer, farmer & produce vendor
Jill Miller, artist and arts & crafts vendor
Stan Schutte, farmer & meat vendor

City Staff:

Rebecca Bird, Planner I
Lisa Bralts, Market Director/Economic Development Specialist
Tom Carrino, Economic Development Manager
Robert Myers, Planning Manager
Pat Pioletti, Facilities Manager
Elizabeth Tyler, Community Development Services Director

Urbana's Market at the Square



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Executive Summary

Urbana's Market at the Square has seen significant growth in recent years. In order to manage this growth and in response to the Urbana City Council's goal of incorporating the Market as part of the City's environmental sustainability goals, the Department of Community Development Services began a strategic planning process for the Market in 2010. This was also a response to growers' concerns about the direction of the market and the need for a formal voice in the decision making process.

A Steering Committee of stakeholders was recruited to help guide the planning process. As part of the data gathering stage, the City conducted outreach including several public meetings, a survey, and an open house. The Steering Committee studied the history of the Market as well as recent trends and issues. Using this information, a mission statement was developed:

Mission Statement

“Urbana’s farmers market is a vibrant market that connects the community with local food growers and producers, strengthens our local food economy, provides access to local artisans, and serves as a community gathering place.”

Goals

The next step in the process was to formulate a set of Goals and Implementation Strategies. These statements set the framework for how the plan will be achieved. They also reinforce the elements of the mission statement and will help guide City staff, the City Council, appointed Boards and Commissions, and the community in making important decisions related to the Market.

1. Preserve and enhance the **character** of the Market.
2. Ensure that the provision of a variety of **fresh, healthy, local foods** remains the cornerstone of the Market.
3. Encourage a **dynamic, diverse, and quality** Market.
4. Promote the inclusion of stakeholders in the **decision making** process for the Market.
5. Consider future **growth** of the Market that is consistent with its mission.
6. Enhance the quality of life in Urbana by providing **community activities** which foster social gathering and interaction.

7. Promote the Market as an **educational** forum for consumers to learn the uses and benefits of quality, locally grown or prepared foods.
8. Ensure that the Market continues to have a stable **funding** source to ensure its long-term continuity and fiscal health.
9. Strengthen the Market's role in the City's **economic development** efforts in the downtown and elsewhere.
10. Enhance the Market's role in the **local food** system.

Implementation Strategies

The Market Strategic Plan further identifies ways the goals will be implemented through an Implementation Program Matrix. The Steering Committee recognizes that farmers and food anchor Urbana's Market at the Square. Therefore, the most significant implementation strategy is to create an Advisory Board that reflects the importance of food in commerce at the Market. The Board should include vendors, patrons, and downtown Urbana business representatives to assist staff and advise the Mayor and City Council regarding policy decisions and issues that may confront the Market. Detailed recommendations for the functions and makeup of this board can be found on page 23.

Other important strategies include considering providing additional opportunities for the Market by lengthening the season, lengthening the hours, or adding an additional Market day of the week; studying the feasibility of a permanent structure; promoting collaboration with downtown businesses; and considering rebranding the Market to reflect its core mission as a farmers' market and strengthen its role in the local food system.

The full Implementation Program Matrix identifies the responsible City agency, other responsible entities, the timing, and the type of strategy. The Implementation Program Matrix begins on page 25.

Introduction

Started in 1978 by a group of farmers, Urbana’s Market at the Square has become a major attraction in the community and is one of the largest and most diverse farmers’ markets in Illinois. The Market draws an average of nearly 7,000 people from Urbana-Champaign, the surrounding area, and further afield every Saturday morning from May to November. Through its location adjacent to Lincoln Square Village, the Market acts as a gateway to downtown. Not only does the Market contribute enormously to Urbana’s identity, vitality, and “sense of place,” but it is also an integral part of the local economy and a major component of being a viable sustainable community.

One of the seven goals adopted by the Urbana City Council and Mayor on February 1, 2010 is environmental sustainability. Strategy J under this goal discusses how the Market can help the City achieve this goal:

Strategy J: Promote production, accessibility and affordability of local farm and artisan products.

- ***Conduct a strategic planning process to explore the future vision, program goals and implementation steps for Market at the Square***
- *Consider creation of an advisory board for the Urbana Market composed of representatives from the City of Urbana, vendors, consumers, the Urbana Business Association and others as deemed appropriate.*
- *Implement use of Electronic Benefits Transfer cards at the Urbana Market.*
- *Encourage establishment of a “Friends of the Urbana Market” not-for-profit organization to provide fundraising for educational and artistic events, infrastructure and other needs.*
- *Grow the Urbana Market by establishing a year-round operation on a permanent location with commercial kitchen space that can be rented by vendors.*
- *Leverage the Urbana Market as an economic engine to drive development of a portion of downtown Urbana as a “food district.”*

In response to this goal and requests made by growers, the Department of Community Development Services began a strategic planning process for Urbana’s Market at the Square in February 2010. A Steering Committee of stakeholders was recruited to help guide the process. The Steering Committee is comprised of four Market vendors (two produce, one meat, and one arts and crafts), a representative of the Urbana Business Association, a Lincoln Square Village business owner, an Urbana City Councilmember, a representative of the local sustainable food movement, an expert in local sustainable agriculture from the University of Illinois, three members of the public representing differing community interests, and City staff.

Market History & Background

Market at the Square, established in 1978 by a group of farmers, is one of Urbana’s strongest attractions. It is a large and popular farmers market running every Saturday, starting the first weekend in May, for a total of 28 weeks. The Market draws customers from both Urbana-Champaign and the surrounding area, as well as out-of-town visitors. It serves as an incubator for local business activity and is home to nationally-recognized, award-winning food producers. The Market also acts as a magnet for downtown businesses, bringing thousands of people downtown every Saturday during the Market season. While its economic impact is difficult to quantify, it is undeniably significant. In short, the presence and visibility of Market at the Square contributes enormously to Urbana’s identity and economic vitality.



Farmers’ markets, such as Market at the Square, are an integral part of a viable, sustainable community and its local food system. Everyone must eat, and the existence of farmers’ markets encourages the purchase and consumption of healthy food that is grown locally and regionally. The definition of “local” for Urbana’s Market is anything grown or produced within the state.

While sourcing food locally lightens the carbon footprint of a community, such sourcing also promotes economic sustainability by providing jobs to residents, supporting local farmers and their enterprises, incubating new businesses, and keeping financial resources in the community.

Market at the Square has existed in or near its current location for over thirty years. During its initial years, it was managed by a variety of entities, including the founding vendors, Lincoln Square staff, and the Urbana Business Alliance (now the Urbana Business Association). Starting in the spring of 1997, the City of Urbana took over management of the Market. Since that time, Community Development Services staff have planned, promoted, and operated the Market under the direction of the Mayor and City Council.

The City currently employs an Economic Development Specialist who serves as Market Director. The City also employs a Market assistant who works on Market days and Friday afternoons, and a groundskeeper to handle setup and teardown on Market days. A volunteer coordinates the monthly “Sprouts at the Market” educational program. On-site management activities include supervising setup and teardown, overseeing vendor/community group/performer placement prior to the Market opening, maintaining the Market’s new credit/debit/Link card service, and selling Market merchandise to the public.

The Market is held in a City-owned parking lot at the northwest corner of Illinois and Vine Streets in downtown Urbana. The Market layout, which is currently under review, consists of 203 vendor spaces in five rows and 30 spaces for community groups (see map below). Each vendor space is 9.5 feet wide by 16 feet deep. The spaces for the community groups are 6 feet wide by 10 feet deep. Many vendors and community groups use more than one space.

Aerial of Market Area



Current Market Layout



Participants of Urbana’s Market at the Square include vendors, community groups, performers, and patrons. The vendors sell fresh fruits and vegetables, fresh flowers and plants, meat, dairy products, honey, baked goods, candy, prepared foods designed to be consumed both on- and off-site, and art and craft work such as photography, clothing, woodwork, pottery, furniture, soaps, and more. The community groups are local non-profit organizations looking to



connect with the Urbana-Champaign community. They include a wide range of organizations, such as political parties, animal rescue societies, a cooperative daycare, a countywide bicycle advocacy organization, and many more. The performers include acoustic folk, bluegrass, classical, and indie rock groups, as well as spoken word, balloon sculpture, and traditional busking performances.

The City has established Market rules and regulations for each of the participant groups. These include information about the following: dates and times of operation; booth location and rules; product regulations, such as a requirement that all products must be either grown or produced in Illinois; and Market policies on discrimination, disruptive behavior, sexual harassment, animals, and smoking. A copy of the current regulations can be found in Exhibit A.

An estimated 190,000 people visited the Market in 2010. Averaged across the season, the Market drew an estimated 6,955 visitors per week. Peak season, mid-June through the end of August, saw an estimated 9,000 to 10,000 visitors per day. A total of 162 vendors participated throughout the 2010 season, with weekly vendor attendance averaging 75 vendors. An average of 89% of vendor spaces were occupied per day, although peak season days were generally sold out and early and late season days generally had fewer vendors. There were a total of 92 Community Groups registered to participate in 2010, and 51 performers.



Urbana's Market at the Square uses both traditional and less-traditional marketing tools to attract and retain patrons. Traditional marketing tools include print and radio advertising, a page on the City website (www.urbanaininois.us/market), posters and handbills, banners, merchandise, and media coverage. Less-traditional marketing tools include internet-based social networking tools, such as Facebook, Twitter, a Market weblog, and Flickr (a photo hosting site). The Market also produces an annual report, which is presented to Urbana City Council in the off-season. Copies of the Market's annual reports can be found on the Market's page on the City website.

Economic Development Impact and Potential

Farmers markets have long been recognized as promoters of economic development. There are five ways Urbana's Market at the Square impacts and promotes local economic development:

- ***The Market helps promote and support local businesses.*** The Market brings large numbers of patrons to an already-concentrated business area every Saturday during the Market season, stimulating economic activity in the downtown area, in addition to the economic activity that takes place at the Market itself. Retailers adjacent to the Market site enjoy spikes in sales on Market days, and some have made adjustments to their businesses and/or business plans in order to accommodate this uptick in business, including conducting events of interest to Market patrons, adding staff on Market days, and considering renovation and expansion for their businesses. According to one downtown business owner, "the Market is what keeps us in Urbana." Sales at another double or triple on Market days, according to their general manager. Several businesses have also agreed to cooperative partnerships with the Market to promote Market events, such as Sprouts at the Market, thus attracting more market patrons to their businesses.
- ***The Market helps money stay in the community.*** The Market features local and regional businesses selling goods to local residents and Market visitors, many of whom will go on to spend more money in the immediate area. In addition, vendors re-circulate money in Urbana on Market days by purchasing food/meals, fuel, and other items.
- ***The Market facilitates business incubation and development.*** Several businesses getting their start at Market at the Square, such as A Toffee Tale, Prairie Fruits Farms, and Flatlander Chocolate, have become bona-fide brick and mortar businesses while also remaining loyal to the Market as a place to do business. Established brick and mortar businesses have been able to cultivate their clientele at the Market, drawing more people not just to their retail establishment, but also to the Market.
- ***The Market promotes job creation and supplements incomes.*** Several of the Markets larger vendors have employees or hire staff to work at the Market booth on Saturdays, including Blue Moon Farm, Prairie Fruits Farm, Pekara, and A Toffee Tale, among others. Also, Market businesses provide a source of part-time employment for some vendors.
- ***The Market provides a long-term, indirect economic impact by improving the quality of life for residents.*** The Market is a unique Urbana amenity that attracts people to the area to live and work. The Market has a positive impact on the quality of life of the community not just as a

source of fresh, healthy, local food, but also through the social experience it offers.

Further enhancement of the Market's economic development potential could include the creation of an advertising campaign by area businesses designed to capitalize on the Market's foot traffic, assisting vendors in their own marketing efforts in order to attract more business to their booth (and to the Market), and educating vendors considering opening a brick and mortar store about the City's business incentives.

Trends & Issues

In recent years, the Market has grown significantly due to its popularity as a well-established local attraction and to an increased national interest in farmers' markets. According to the United States Department of Agriculture's Agricultural Marketing Service figures for 2010, farmers' markets grew in number from 5,274 in 2009 to 6,132, an increase of 16%. Nearly 300 (5.69%) of those markets are located in Illinois.

As Market at the Square has grown in recent years, the needs of the Market have changed. Growth has brought along with it several major issues the Market faces as it plans its future. Among these issues are:

Governance

Currently, the Market has guidelines that assist in the day-to-day operation of the Market. Decisions on policy creation and enforcement, programming, and long-range planning are made by the Director in consultation with other City staff and with annual reports to City Council. As a result of Market growth in recent years, increasing interest in local food systems, the need for an avenue for stakeholder voices and a forum to handle concerns, and a number of policy-related concerns such as whether the Market should change its definition of "local", the question has arisen as to whether an advisory body would be useful in helping to provide guidance on the overall operations of the Market.

Possible Remedies

An advisory body could provide a chain of expertise that could assist with policy-creation in addition to serving as a formal method for stakeholders to participate in the decision-making process for the Market. As with all City Boards and Commissions, such a body would be appointed by the Mayor and City Council. Staff support to the advisory body would be provided by the Community Development Services Department with the assistance of other staff as appropriate.

A Market Advisory Board would ensure the application of the mission and goals outlined in the Strategic Plan, the long-term continuity of the Market, and a forum for all stakeholders to be given an appropriate opportunity to be heard. The creation of this Board, while included in the Implementation Program Matrix as fulfilling the fourth Goal of the plan, is fundamental enough to the remaining strategies to warrant a special description, which can be found on page 23.

Growth and Infrastructure

Responding to the Market's recent growth, as well as to the growing public interest in the role it plays in our local food system, requires a strategic approach.

Planning for the Market's continued growth and success and providing adequate infrastructure support are two steps vital to its future.

In recent years, the Market has grown in the number of customers attending each week as well as in the number of vendors, community groups, and performers applying for space and attending the Market. For the last two years, there has been a waiting list for both vendors and community groups for the peak-season Markets, generally mid-June through the end of August.

The Market has grown physically to accommodate this increasing participation, but is close to reaching its physical limits during peak season (see map on Page 9). This trend has highlighted the question as to whether there is an optimal size for the Market and how this should best be accommodated in the current physical location of the Market, or whether the possibility of a new location should be explored, as well as what infrastructure is needed to support it. While the growth of the Market is generally seen as positive by the community as a whole, some vendors have questioned whether the market can sustainably support more vendors. Additionally, there have been questions as to whether a different type of physical space or structure is needed, such as a dedicated space with permanent stalls, a structure that would provide shelter from the rain and sun, an indoor space that could extend the season further into the cold months, or a structure that could house a certified kitchen that vendors could use.

Aside from growth of physical space, growth can also mean an extension of hours of operation or length of season. Questions have been raised as to whether extended hours or season would be desirable from both the customer and vendor perspectives, and whether the Market's expansion can be supported from a fiscal and sales perspective.

Possible Remedies

Possible remedies for growth issues include optimizing the current site layout by considering traffic flow, congestion, and proximity to utilities, and creating subcommittees of the Farmers Market Advisory Board to study the desirability and feasibility of a permanent structure and location for the Market, the vendor selection process, and other subjects concerning the type and manner of the Market's growth.

Fiscal Concerns

The Market's budget is composed primarily of revenue from four sources: City redevelopment funds; vendor, farm inspection and community group fees; merchandise sales; and grant funds. The Market Director's salary is paid from Tax Increment Financing (TIF) redevelopment funds. Vendor fees are \$20 per week per stall. Farm inspections, performed for new growers, cost \$50. Community groups, whose spaces are smaller in size than vendor spaces, are \$7.50 per week. The Market's merchandising efforts, usually T-shirts and tote

bags, bring in a small amount of revenue compared with vendor and community group fees. The City has applied for and received grant funding for two marketing campaigns for the Market, one for general marketing and one to market a specific program.

The Market's expenditures include marketing/promotional expenses, supplies, insurance and Market day staffing costs. Additionally, the Market reimburses the City's General Fund a flat fee each year for City services rendered, such as use of vehicles and storage space, postal mailing costs, printing/copying costs, maintenance of Market site, and other expenses related to operating the Market. This fee, \$8,720 in 2010, is determined by the Comptroller and will be increased to \$17,960 in 2011 due to increased operating costs. Overall expenses were \$47,456 in 2010. The Market operates with a small surplus held for any unanticipated expenses. At this time, it is uncertain how any significant infrastructure projects, such as a move or building a new physical space or structure, would be funded.

Possible Remedies

Possible remedies for fiscal concerns include conducting a cost-benefit analysis for the Market, revisiting the Market's fee structure, establishing a non-profit organization to support the Market through volunteerism and fundraising efforts, applying for grant monies, and reducing costs.

In August 2011, the Market received a grant from LINK UP Illinois to double the value of Link card purchases up to \$20 per card per market day. \$2,000 of the \$10,000 grant was allocated to marketing and staff costs. Grant applications like this should remain an ongoing and encouraged aspect of Market management.

Public Input

An important part of creating this strategic plan was to conduct extensive outreach to inform the planning process. The goal of gathering public input was to collect information from a broad and diverse range of stakeholders that represent the community at large and to give voice to those with a direct stake in the Market. The approach to this outreach included the following activities:

- The Steering Committee prepared a survey to be used at public input meetings and to be sent out to the public via various other means. A copy of the survey can be found in Appendix B.
- City staff reached out to a number of key stakeholders, asking them about their relationship to the Market. This information was then used to create “stakeholder profiles” for display at the public input sessions to help inform the public about some of the issues facing the Market from the perspectives of the different stakeholders. A copy of the stakeholder profiles can be found in Appendix C.
- A public input session was held on February 23, 2010 and had 68 participants. The participants were divided into small groups and asked to discuss survey questions. The Steering Committee and City staff facilitated these discussions and took notes. Following the discussions, participants were given surveys to fill out. A copy of the surveys can be found in Appendix B and the notes in Appendix D.
- A second public input session attended by 31 participants was also held on February 23, 2010 at the City’s Developers’ Roundtable Luncheon, a forum that focuses on reaching the business community in Urbana. The format for this meeting followed the same public input session as that described above.
- A copy of the survey was posted on the Market at the Square’s webpage, Facebook page, and a link sent out via the Market’s Twitter page. People who were unable to attend either of the public input sessions were encouraged to mail, email, or fax a completed survey to the Department of Community Development Services. A total of 58 surveys were received.
- A stakeholder meeting was held on March 23, 2010 with 24 participants. Market vendors, musicians, and community groups were invited along with the downtown business community. The meeting began with a brainstorming session. Participants were then divided into small groups and asked to write a Market mission statement. Once each group had crafted a Mission statement, the participants came together into one group and reviewed the similarities and differences between each of the statements. The whole group then spent time brainstorming about the future of the Market.



Surveys

The survey asked respondents how often they attend the Market, about any barriers to attending, what they appreciate about the Market, what would make them come more often and what they would like to see changed at the Market. The survey questions were discussed in small groups at the Developers' Roundtable Luncheon (a quarterly luncheon hosted by the Community Development Services and Public Works Departments to discuss what is happening in the City with development professionals) and at the public input session on February 23, 2010. Steering Committee members and City of Urbana staff facilitated these small group discussions and recorded the groups' responses to the questions. At the close of both meetings, participants were asked to fill out an individual survey. The surveys were also gathered using the internet, mail, and fax.

A total of 58 surveys were received and the results are summarized below. This modest number of responses is by no means a comprehensive picture of all relevant opinions, but does provide a sample of the types stakeholder views about important issues concerning the Market. A complete list of responses to the survey questions can be found in Appendix B. Notes from the group discussions can be found in Appendix D.

Results Summary

Over half of the survey respondents were Urbana residents, Champaign residents being the next most common at almost 25 percent (Question 1). Most, over 60 percent, shopped at the Market every week (Question 2). Driving was the most common method of transportation by far, bicycling and walking splitting the remainder of responses (Question 3). No respondents took public transportation.

Weather was the most frequently cited reason for not shopping at the Market (Question 4). Having a place to rest and escape the sun and the rain was therefore unsurprisingly the most commonly desired change (Question 7). Time constraints, either conflicting plans or not being able to get to the Market at an early enough hour, was another significant obstacle for attendance (Question 4). Because of this, increasing the hours of the Market either by extending Market day, adding additional days, or lengthening the season was the most common change that would cause respondents to shop at the Market more often (Question 6). Other suggested changes included prohibiting dogs, increasing the amount and variety of available food, and solutions to reduce the congestion of patrons and parking.

The availability and variety of local produce as well as the social and community atmosphere were the most popular features of the Market (Question 5). A greater variety of produce was the most typical wish, and prepared and value-added foods were the most requested new item (Question 8). Visions for the Market in

five years revolved around existing strengths, primarily increasing the size and hours and improving the infrastructure (Question 9).

Stakeholder Meeting

On March 23, 2010, 24 key stakeholders attended a Market Mission & Vision meeting. The participants first held a group brainstorming exercise and then were divided into small interest groups to create mission statements. Finally, the participants regrouped to brainstorm on a vision or “preferred future” for the Market.

The group brainstorming was intended as a warm-up exercise to start participants thinking about a mission for the Market. The group was asked four questions and all responses were recorded. When the participants were divided into smaller groups, they were asked to keep the responses in mind while working on their mission statements.

Group Brainstorming Questions & Responses

Question 1. What does the Market do?

- A space for local food
- A community gathering place
- Community outreach
- Sales tax revenue
- Easy accessibility
- Creates lots of foot traffic
- Education
- Destination
- Free parking
- Central location
- Space for local crafts
- Small business venue
- Economic development
- Organic food

Question 2. Why does the Market exist?

- Because of growers and patrons
- Bring people downtown
- Venue for home bakers
- Because it’s wanted
- Tradition
- Freshness of produce
- Allow community groups to explain themselves
- Successful event – bring people to city’s core
- To sell local food, produce, crafts
- Community relations – get to know your neighbors
- Urbana supports environmentally friendly initiatives
- Multiple days ensures its success (every Saturday)

Question 3. For whom does the Market exist?

- Everyone
- Business owners
- Farmers
- Patrons
- Consumers

Question 4. Who does the Market serve?

- Urbana community
- Teenagers
- Patrons of fresh food
- Small businesses without shop
- Outlying communities
- Help local brick & mortar businesses

Question 5. What are the benefits of having the Market?

- Provides jobs
- Keeps revenue in the community
- Low-cost venue to sell
- Gets people outdoors
- Fresh flowers
- Market testing
- Exercise
- It's fun!
- A sense of community
- Allows growers/producers to sell directly to consumer
- Provides access to fresh wholesome delicious food
- Makes Urbana more attractive place to live
- Safe place for public to meet/socialize/be entertained
- Provide income for people between jobs
- Locally-grown food/products have health benefits
- Educate consumers about food systems
- Brings together diverse population
- Vendors have direct contact with customers

Mission Statements

The participants were then divided into small groups based on their relationship to the Market and asked to create a mission statement for the Market. Below are the mission statements created:

- *Vendors – Growers/Producers*
“The Urbana Farmers Market at the Square contributes to the success of local growers/producers by providing a sustainable venue in which the community/consumers have access to high-quality, healthy, local food.”
- *Vendors – Prepared Food*
“The Urbana Farmer’s Market is a dynamic exchange of Illinois goods, ideas and entertainment.”
- *Vendors – Arts & Crafts*
“Accessible venue to showcase, directly market, sell and purchase Illinois produce, food, plants, arts and crafts to the public and provide personal contact between producers and consumers.”
- *Community Groups/Musicians/Downtown Business Owners*
“Discover all the hidden gems in downtown Urbana. People getting in touch with people.”

Group Brainstorming on “Preferred Future” of the Market

Following the small group mission statement exercise, participants were brought together again to brainstorm on the “preferred future” of the Market. Below are the suggestions given for the future of the Market:

- Second day of week
- Permanent location in or near existing location
- No re-sale
- Home-grown in Illinois
- Handmade
- Board of Directors
- Do we want more food vendors?
- More food moving through the Market
- Identify way to improve parking
- Larger volume of produce
- Expand to downtown experience
- Board of directors
- Covered space?
- Market should be accessible (transport/income) to everyone
- One organization should run both markets – winter as well
- More education to community about importance of local food
- Need study on relationship between size of market and parking
- Permanent roof for consumer walkways
- Local growers (Illinois) – no resale; handmade or homegrown
- Market available to everyone who wants (transport, income)
- No fee increases
- Year round structure
- Improve parking and accessibility
- Permanent location
- Study trade-offs parking/vendor space

Market Mission

Following the public input and stakeholder meetings, the Steering Committee met to review the input gathered from the two meetings and to develop a common mission statement for the Market. The Steering Committee wanted the mission statement to be focused on the importance of local food, but also to recognize the community/social aspect of the Market as well as the arts & crafts vendors, musicians and community groups. The following is the mission statement the Steering Committee crafted for the Market:

Urbana's Market at the Square Mission Statement

“Urbana’s farmers market is a vibrant market that connects the community with local food growers and producers, strengthens our local food economy, provides access to local artisans, and serves as a community gathering place.”



Goals

One of the primary components of a strategic plan is the set of Goals and Implementation Strategies. These statements set the framework for how the vision of the plan will be achieved. They also reinforce the elements of the mission statement and will help guide City staff, the City Council, appointed Boards and Commissions, and the community in making important decisions related to the Market. The Market Strategic Plan further identifies ways the goals will be implemented through an Implementation Program Matrix.

Goals

1. Preserve and enhance the **character** of the Market.
2. Ensure that the provision of a variety of **fresh, healthy, local foods** remains the cornerstone of the Market.
3. Encourage a **dynamic, diverse, and quality** Market.
4. Promote the inclusion of stakeholders in the **decision making** process for the Market.
5. Consider future **growth** of the Market that is consistent with its mission.
6. Enhance the quality of life in Urbana by providing **community activities** which foster social gathering and interaction.
7. Promote the Market as an **educational** forum for consumers to learn the uses and benefits of quality, locally grown or prepared foods.
8. Ensure that the Market continues to have a stable **funding** source to ensure its long-term continuity and fiscal health.
9. Strengthen the Market's role in the City's **economic development** efforts in the downtown and elsewhere.
10. Enhance the Market's role in the **local food** system.

Advisory Board

The implementation strategy for the fourth Goal of the Market Strategic Plan is to create an Advisory Board that includes vendors, patrons, and Urbana business representatives to assist staff and advise the Mayor and City Council regarding policy decisions and issues that may affect the Market. Since this is the most important recommendation of the steering committee, the strategic plan includes a recommended provisional structure for the Board.

Powers and Responsibilities

The purpose of the Board is to advise the Mayor and City Council on significant issues regarding the Market, such as rule changes and budget reviews. Smaller policy issues, however, could be handled by the Market Director and the Board directly. These might include vendor selection guidelines and hearing of vendor grievances. Day-to-day operations would continue to be handled by the Market Director and staff.

Members

The participants at the Market vary widely, from vegetable growers to craftspeople to community groups. Because of the emphasis of the Market's mission, food related vendors should have a more prominent presence on the Advisory Board. The steering committee recommends a nine-member board comprised of:

- Four vendors of any of the following: fruit and vegetable growers, meat, dairy, flowers, and baked goods and other prepared foods;
- Two representatives of any of the following: craftspeople, artisans, community groups, and performers;
- One downtown business representative;
- One Market patron; and
- One City Councilmember.

In addition, a number of At-Large positions may be created to increase the board's flexibility, especially during the busy peak market season.

To ensure diversity among the board members, criteria for eligibility can be established. For example, three of the vendors should be full season Market participants of at least four years and the other should have fewer than four years as a vendor at the Market.

Potential board members would be able to nominate themselves or be nominated by another market participant or group of participants, but ultimate appointment to the Advisory Board would be done by the Mayor and City Council.

Operations

Like any other City advisory body, the bylaws of a Market Advisory Board would be created by the Board itself; however, the steering committee recommends the following:

Guaranteeing representation of all the diverse Market stakeholders implies a logical and fair composition of board members. Since certain interests are more central to the mission of the Market, however, a weighted system of voting may be appropriate, with gravity given to food-related vendors. The Board would vote on recommendations to the City Council and on smaller policy issues over which the Board has authority.

Board appointments should have clear term limits, three years being the City standard, with terms staggered so that multiple members from the same category would not be replaced in the same year.

Most board members, being participants at the Market, would by nature have the greatest difficulty being available for board business during the busy summer months. A meeting schedule that favored the winter months for the most time-consuming tasks would be ideal.

Implementation Program Matrix

DRAFT October 19, 2011

Implementation Strategy		Type of Strategy	Related Goals & Obj.	Timing	Responsible City Agencies	Other Responsible Entities
Goal 1. Preserve and enhance the <i>character</i> of Urbana’s farmers market.						
Obj. 1.1	Preserve the essential components of the Market: direct access to fresh, healthy, local foods; a venue for social activity; and the presence of local artisans, community groups and local performers.	Policy		Ongoing	Mayor & City Council, Community Development Services, <i>Market Advisory Board</i>	
1.1.1	Conduct a patron survey to learn more about patron needs and wants.	Action	3	Near Term, Ongoing	Community Development Services, <i>Market Advisory Board</i>	
1.1.2	Provide comment cards to Market participants to provide an opportunity for vendor and patron feedback.	Action	3	Ongoing	Market Staff	
Obj. 1.2	Continue to enhance and improve the Market’s streetscape environment.	Special Study, Action	5	Ongoing Long Term	Community Development Services, Public Works, <i>Market Advisory Board</i>	
1.2.1	Improve shelter from the weather (rain, sun, heat) by studying the desirability and feasibility of a permanent structure for (part of) the Market (see strategy 6.2.1).	Special Study, Action	5	Long Term	<i>Market Advisory Board</i> , Community Development Services, Public Works	
1.2.2	Enhance social gathering spaces, in particular seating areas, by locating them in desirable areas within the Market (i.e., as opposed to on the edge of the Market) and ensuring the availability of shade. Also try to locate seating areas near vendors of food meant to be consumed at the Market.	Action	5	Short Term	Market Staff, <i>Market Advisory Board</i>	
Goal 2. Ensure that the provision of a variety of <i>fresh, healthy, local foods</i> remains the cornerstone of the Market.						
Obj. 2.1	Consider the importance of local food to our community when setting policies about the Market.	Policy	10	Ongoing	Mayor & City Council, Community Development Services, <i>Market Advisory Board</i>	
2.1.1	Prioritize fresh, healthy, local foods in vendor selection.	Action		Short Term	Market Director, <i>Market Advisory Board</i>	
2.1.2	Create an updated definition of ‘local’.	Special Study		Short Term	Community Development Services, <i>Market Advisory Board</i>	

Implementation Program Matrix

DRAFT October 19, 2011

Implementation Strategy		Type of Strategy	Related Goals & Obj.	Timing	Responsible City Agencies	Other Responsible Entities
2.1.3	Consider modifying the name or rebranding <i>Urbana's Market at the Square</i> to reflect its core mission as a <i>Farmers Market</i> .	Special Study, Action		Short Term	Mayor & City Council, Community Development Services, <i>Market Advisory Board</i>	
Obj. 2.2	Promote continuity and stability for the Market to encourage the continued investment of growers and producers.	Policy		Ongoing	Community Development Services, <i>Market Advisory Board</i>	
Goal 3. Encourage a dynamic, diverse, and quality Market.						
Obj. 3.1	Continue to pursue an optimal ratio of food to craft vendors.	Special Study, Policy, Action	2	Ongoing	Market Director, <i>Market Advisory Board</i>	
Obj. 3.2	Promote a diverse range of quality goods within each of the vendor categories and retain quality vendors by continuing to attract a large number of patrons and giving vendors a voice on the Market Advisory Board.	Policy, Action		Ongoing	Market Director, <i>Market Advisory Board</i>	
3.2.1	Identify gaps in vendors and actively market to and recruit these types of vendors.	Special Study		Near Term, Ongoing	Community Development Services, <i>Market Advisory Board</i>	
3.2.2	Continue to promote the Market as a premier community gathering place that draws visitors to Downtown Urbana.	Action	6	Ongoing	Community Development Services, Economic Development Division	Urbana Business Association
3.2.3	Include the social aspects of the Market, including special events, in marketing plan.	Action		Ongoing	Market Director, Economic Development Division	
Obj. 3.3	Continue to promote a variety of events at the Market, including those related to public arts, bicycle safety, fire protection, and other community initiatives.	Policy, Action	6, 6.1, 6.2, 6.3	Ongoing	Market Director, Community Development Services, Fire Department, Public Works	Other organizations as appropriate

Implementation Program Matrix

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Implementation Strategy		Type of Strategy	Related Goals & Obj.	Timing	Responsible City Agencies	Other Responsible Entities
Goal 4. Promote the inclusion of stakeholders in the decision making process for the Market.						
Obj. 4.1	Create an advisory board that includes vendors, patrons, and Urbana business representatives to assist staff and advise the Mayor and City Council regarding policy decisions and issues that may affect the Market.	Council Action, Policy, Action	2.1, 2.2	Short Term, Ongoing	Mayor & City Council, Community Development Services	
4.1.1	Periodically revisit Market Strategic Plan.	Action	2.1, 2.2	Long Term	Community Development Services, <i>Market Advisory Board</i>	
Goal 5. Consider future growth of the Market that is consistent with its mission.						
Obj. 5.1	Optimize the current site by considering aspects such as traffic flow, congestion, layout, and proximity to utilities.	Special Study		Near Term	Market Staff, Public Works, Community Development Services, <i>Market Advisory Board</i>	
Obj. 5.2	Consider providing additional opportunities for the Market by lengthening the season, lengthening the hours, or adding an additional Market day of the week.	Special Study		Long Term	Community Development Services, Public Works, <i>Market Advisory Board</i>	
Obj. 5.3	Ensure the Market has the ideal infrastructure for it to realize its potential into the future.	Special Study	1.2	Near Term	Community Development Services, Public Works, <i>Market Advisory Board</i>	
5.3.1	Create a subcommittee of the Farmers Market Advisory Board to study the desirability and feasibility of a permanent structure for (part of) the Market and to consider the possibility of a dedicated Market location.	Special Study	1.2	Long Term	Community Development Services, <i>Market Advisory Board</i>	
Obj. 5.4	Work with the Urbana Business Association and Lincoln Square Village to provide a smoother transition between the Market with the annual Holiday Market.	Action		Short Term	Community Development Services	Urbana Business Association Lincoln Square Village
5.4.1	Create an advertising campaign to inform patrons about differences between Urbana's Farmers Market and the Holiday Market.	Action		Short Term	Economic Development Division	Urbana Business Association

Implementation Program Matrix

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Implementation Strategy		Type of Strategy	Related Goals & Obj.	Timing	Responsible City Agencies	Other Responsible Entities
Goal 6. Enhance the quality of life in Urbana by providing community activities which foster social gathering and interaction.						
Obj. 6.1	Continue to encourage community groups and performers to participate in the Market.	Policy Action	3.2.2	Ongoing	Community Development Services	
Obj. 6.2	Continue to promote family-friendly activities at the Market.	Policy Action	3.2.2	Ongoing	Community Development Services, Economic Development	
6.2.1	Ensure available space for special events such as those related to public arts, bicycle safety and fire protection.	Action	3.2.2	Ongoing	Market Director & Market Staff	
Obj. 6.3	Seek out new events for the Market.	Action		Near Term	Market Director, Community Development Services	
Obj. 6.4	Continue to work with the Urbana Arts Program on Arts programming at the Market.	Policy Action		Ongoing	Community Development Services, Public Art Coordinator	
Obj. 6.5	Partner with community health organizations such as the Champaign-Urbana Public Health District to enhance the Market's role in promoting community health.	Policy Action		Ongoing	Community Development Services	Other organizations as appropriate
Goal 7. Promote the Market as an educational forum for consumers to learn the uses and benefits of quality, locally grown or prepared foods.						
Obj. 7.1	Continue to develop educational programming for the Market.	Action	2, 10	Short Term	Community Development Services	Others as appropriate
Obj. 7.2	Include educational component in advertising.	Action	2, 3.2.2	Short Term	Market Director	
Obj. 7.3	Pursue special events such as a seasonal foods/ dish tasting and developing recipes highlighting foods available at the Market.	Action	2, 6	Short Term	Market staff	Volunteers
7.3.1	Partner with local restaurants and other food-related businesses to develop samplings/tastings.	Action		Short Term	Market staff	Restaurants Businesses

Implementation Program Matrix

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Implementation Strategy		Type of Strategy	Related Goals & Obj.	Timing	Responsible City Agencies	Other Responsible Entities
Goal 8. Ensure that the Market continues to have a stable funding source to ensure its long-term continuity and fiscal health.						
Obj. 8.1	Establish a “Friends of the Market” not-for-profit organization to support the Market through volunteerism and fundraising efforts.	Action		Short Term	Community Development Services, <i>Market Advisory Board</i>	
Obj. 8.2	Seek out and apply for grants to support the Market’s marketing campaign and/or to fund new or existing programming at the Market.	Action		Ongoing	Market Director	
8.2.1	Seek out in-kind donations for marketing program.	Action		Ongoing	Market Director	Others as appropriate
Obj. 8.3	Conduct a cost-benefit analysis for the Market to ascertain:	Special Study Action		Long Term	Public Works, Finance, Community Development Services, <i>Market Advisory Board</i>	Others as appropriate
8.3.1	Whether the Market fees are appropriate and revisit fee structure if appropriate.	Special Study Action		Long Term	Public Works, Finance, Community Development Services	Others as appropriate
8.3.2	The economic impact of the Market on the City.	Special Study Action		Long Term	Public Works, Finance, Community Development Services	Others as appropriate
Goal 9. Strengthen the Market’s role in the City’s economic development efforts in the downtown and elsewhere.						
Obj. 9.1	Promote collaboration with downtown businesses.	Action		Short Term Ongoing	Economic Development Division	Urbana Business Association
9.1.1	Develop a program with the Urbana Business Association to feature downtown businesses at the Market.	Action		Short Term Ongoing	Economic Development Division	Urbana Business Association
9.1.2	Enhance the Market’s role as a link between Market patrons and downtown businesses.	Action		Short Term Ongoing	Economic Development Division	Urbana Business Association
Obj. 9.2	Work with the Urbana Business Association to develop a program which encourages Urbana businesses to take advantage of the Market’s local and regional draw.	Action		Ongoing	Economic Development Division	Urbana Business Association

Implementation Program Matrix

DRAFT October 19, 2011

Implementation Strategy		Type of Strategy	Related Goals & Obj.	Timing	Responsible City Agencies	Other Responsible Entities
9.2.1	Encourage downtown businesses to take advantage of the Market's draw by being open during Market hours by developing an annual mailing campaign.	Action		Ongoing	Economic Development Division	Urbana Business Association
9.2.2	Encourage the Urbana Business Association to promote cross promotional opportunities by creating a program where the businesses would receive some advertising at the Market and then offer a sale/discount for customers with Market goods.	Action		Ongoing	Economic Development Division	Urbana Business Association
9.2.3	Investigate the possibility of the Market supplying transportation between the Market and downtown with a golf cart, trolley, or similar type of vehicle.	Special Study		Long Term	Economic Development Division, <i>Market Advisory Board</i>	Urbana Business Association
Obj. 9.3	Promote a "Buy Local" campaign which educates the community on how to strengthen the local economy by purchasing locally grown foods and artisan products.	Action	10.1	Ongoing	Economic Development Division	Urbana Business Association
Obj. 9.4	Encourage local restaurants and shops to buy from Market vendors.	Action	10.3.1	Ongoing	Economic Development Division	Urbana Business Association
9.4.1	Include a question about buying produce from the Market during Economic Development retention visits to restaurants.	Action		Ongoing	Economic Development Division	Urbana Business Association
Goal 10. Enhance the Market's role in the local food system.						
Obj. 10.1	Work with appropriate public agencies and elected officials to ensure the viability of local food.	Policy Action	2	Ongoing	City Council, Community Development Services, <i>Market Advisory Board</i>	Other organizations as appropriate
Obj. 10.2	Increase collaboration and coordination with the area's farmers markets.	Action	2	Ongoing	Market Director	Area farmers' markets
Obj. 10.3	Build and maintain relationships with food-related organizations, agencies, and businesses that contribute to the local food system.	Action	7	Ongoing	Community Development Services	Other organizations as appropriate
Obj. 10.4	Connect existing and potential vendors to existing certified kitchen resources to support local food entrepreneurs.	Action		Ongoing	Community Development Services	Potential Vendors

Appendices:

- A: Market Rules and Regulations
- B: Survey and Results
- C: Stakeholder Profiles
- D: Notes from Small Group Discussions

July 16, 2011

Urbana's Market at the Square Strategic Planning Survey



Your Name (optional): _____

Contact Information (email or phone): _____

1. Where do you live?

Urbana Champaign Savoy Other _____

2. How often do you go to the Market?

Weekly Monthly Occasionally Never

3. How do you get to the Market?

Drive Walk Bike Public Transportation Other _____

4. Is there anything that prevents you from coming to the Market?

5. What do you appreciate about the Market?

6. What would make you come more often?

7. Is there anything you want to see changed at the Market?

8. Are there any other goods you would like to see at the Market?

9. What do you want the Market to look like in 5 years?

Contact: Rebecca Bird

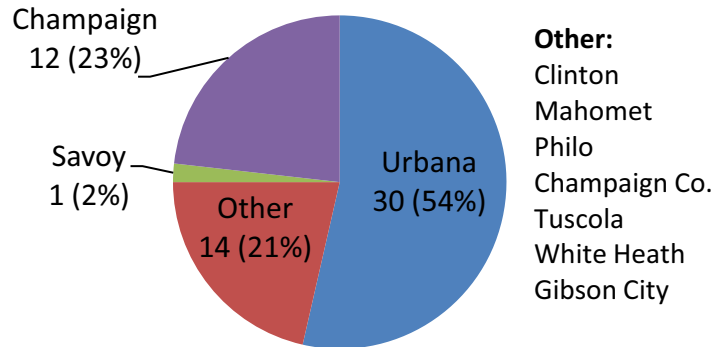
400 S. Vine St.
Urbana, IL 61801

Tel: (217) 328-8269 Fax: (217) 384-2367
Email: rbird@urbanaininois.us

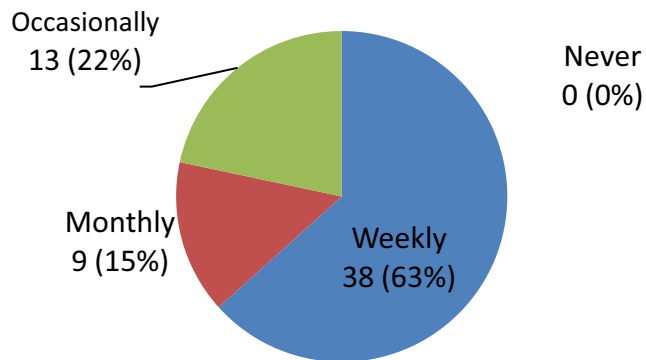


Survey Questions and Analysis

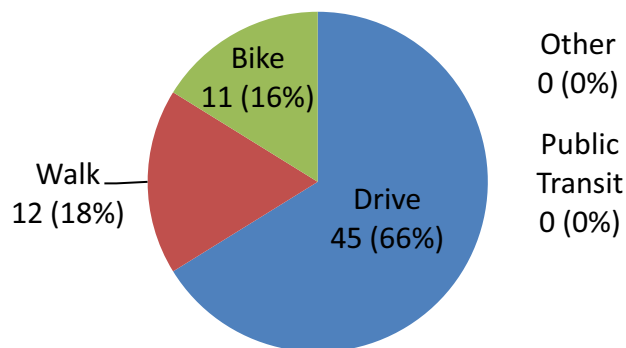
Question 1. Where do you live?



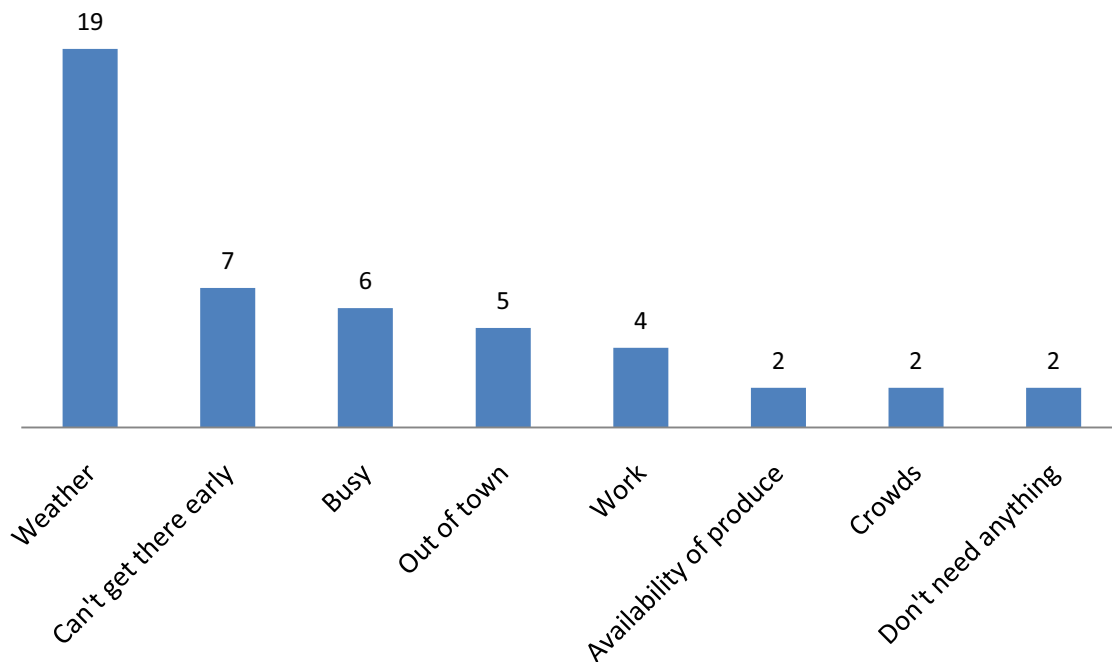
Question 2. How often do you go to the Market?



Question 3. How do you get to the Market?

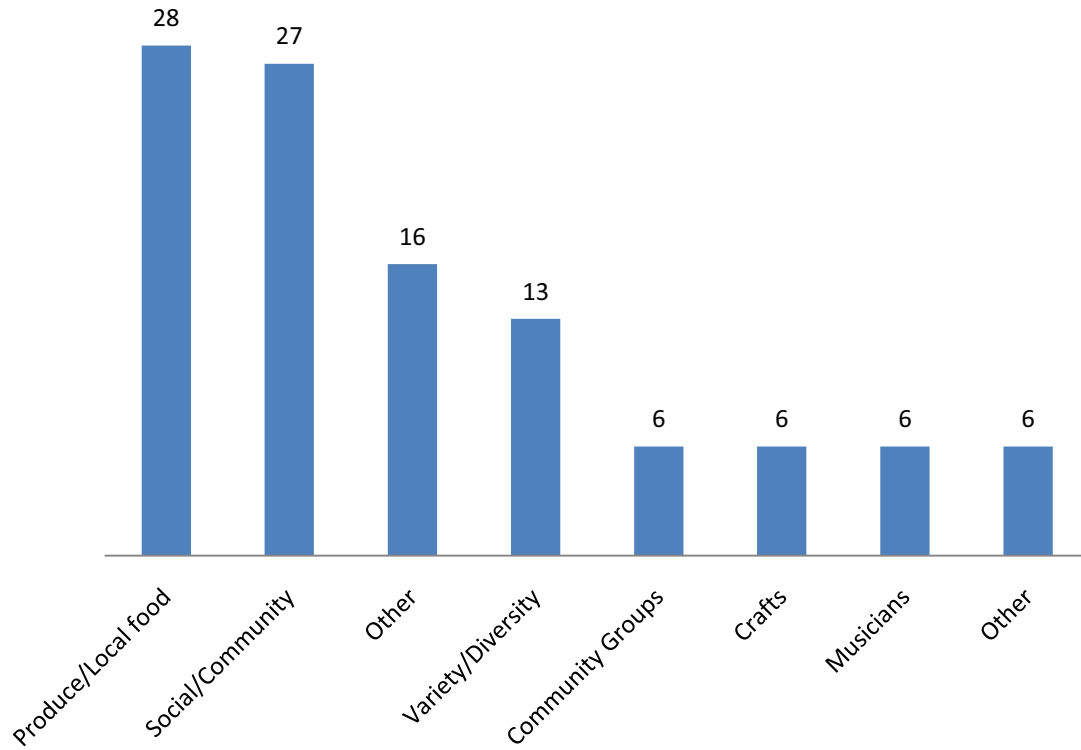


Question 4. Is there anything that prevents you from coming to the Market?

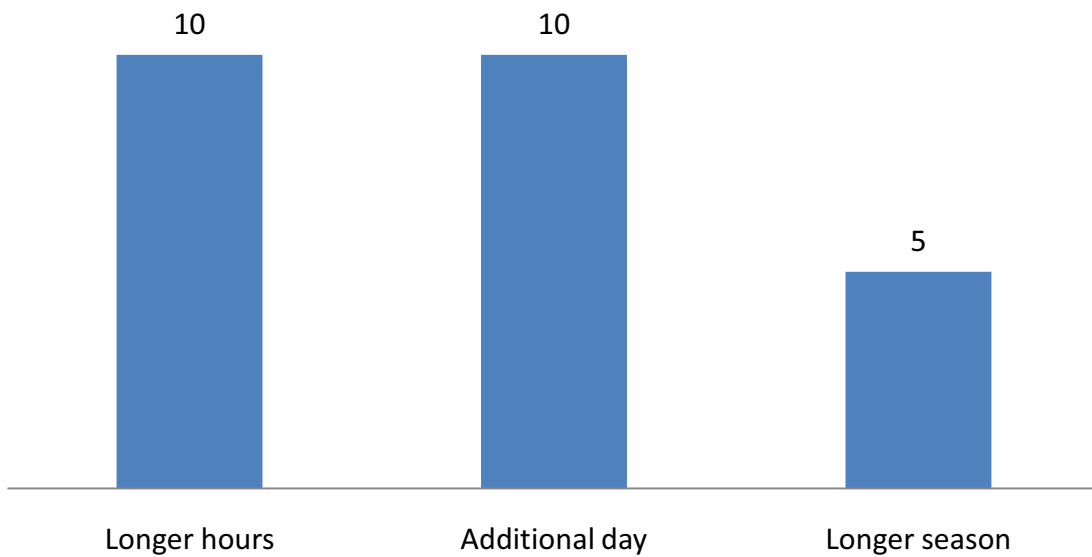


- Other responses include:
 - “Laziness” (2)
 - Health (2)
 - Parking (1)
 - Forgetting (1)
 - Lack of wheelchair accessibility (1)
- In the small group discussions of this question, the mix of vendors (both the percent distribution and the spatial distribution) at the Market was cited as a reason 10 times, weather 8 times, hours 7 times, parking 5 times, and congestion/crowds 5 times. Some of the other responses include having to carry things too far to the car, being too far from the bus, not liking dogs, not being able to find particular vendor, and not liking the political community groups.

Question 5. What do you appreciate about the Market?



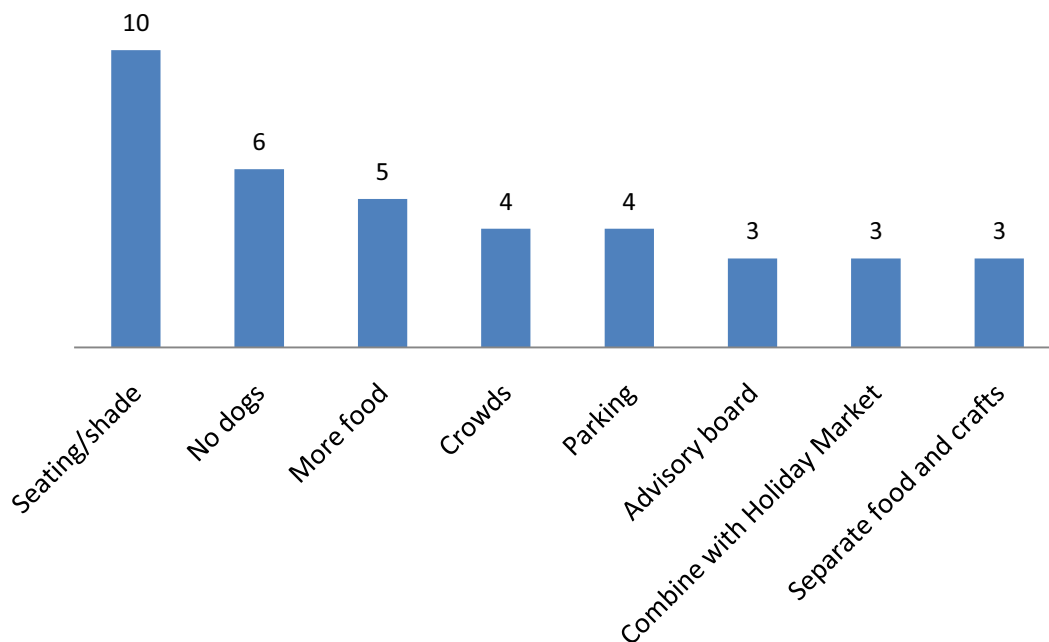
Question 6. What would make you come more often?



Other responses include:

- Shade
- Coffee
- More variety in foods/products
- To be able to eat something healthy & reasonably priced and listen to music
- Have a place to sit down and eat
- More prepared foods
- Lower prices
- Samples and recipes for unusual vegetables

Question 7. *Is there anything you want to see changed at the Market?*



Other responses include:

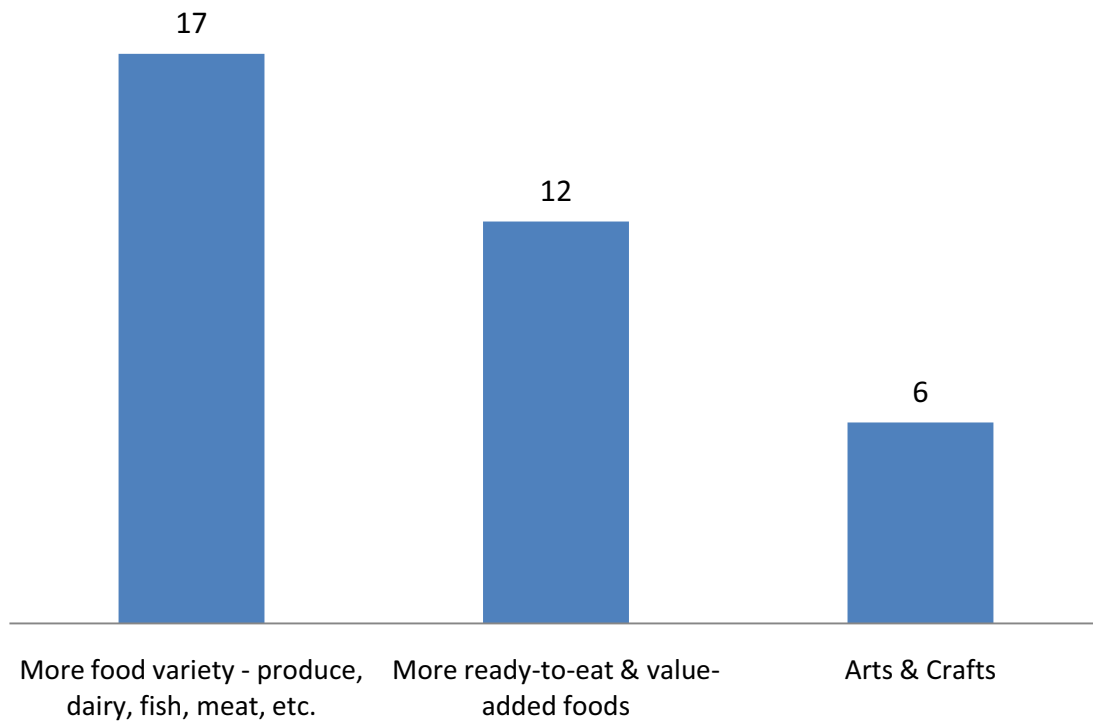
- More home-baked goods (3)
- Longer season (3)
- Having more information available on the vendors (2)
- Building a covered structure/roof (2)
- Closed streets (2)
- Low-income options (2)

The responses in the small group discussions varied somewhat, with 13 responses about keeping the Market focused on local food. In this group, having no or fewer

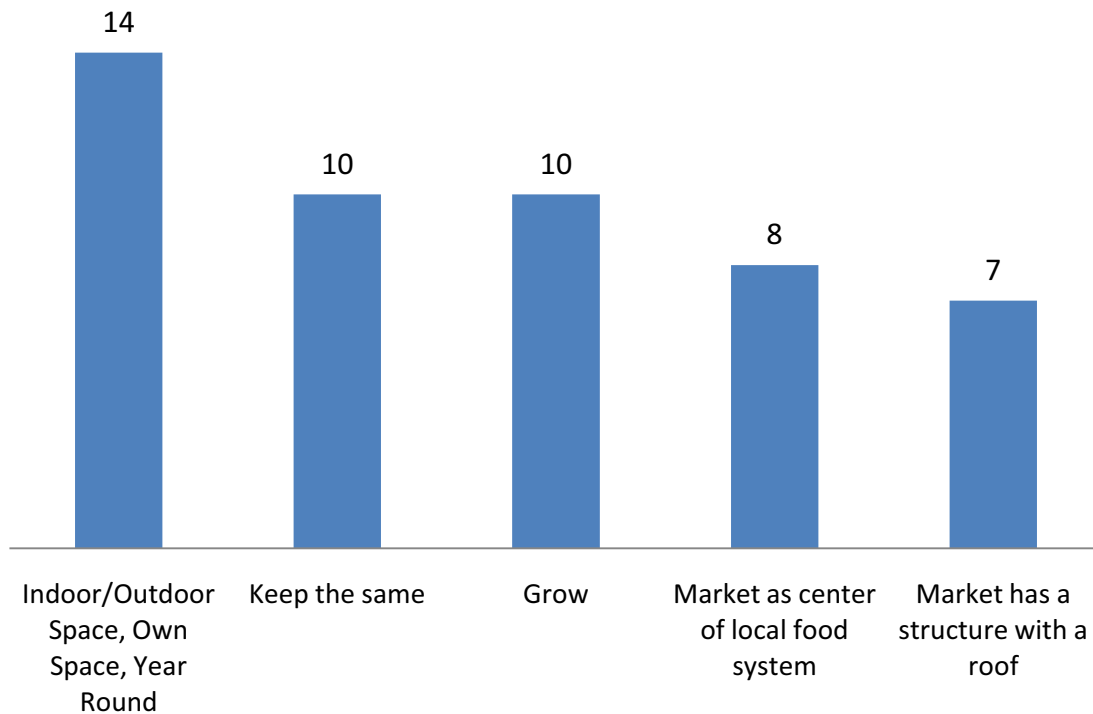
dogs was mentioned 6 times, but support for dogs was mentioned 3 times. Other responses include:

- Congestion in Market (8)
- Musicians – support for, a stage, scheduled performances (6)
- Covered structure/roof (6)
- Parking (5)
- More home-baked goods (3)
- Places to rest/socialize/shade (2)
- Creating an advisory board for the Market (1)

Question 8. Are there any other goods you would like to see at the Market?



Question 9. What do you want the Market to look like in five years?



Other responses include:

- Building a stage
- Having a commercial kitchen
- Having vibrant diverse entertainment
- Having a trolley to downtown
- Building a shelter with solar panels
- Having more community groups
- Having permanent stalls
- Being a daily showcase for local music, arts and food

In the small group discussions of this question, some different answers were given:

- Longer season/Longer hours (11)
- Creating an advisory board for the Market (3)
- Food tastings
- Business incubator
- Synergize with downtown

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Name	Where do you live?	How often do you go to the Market?	How do you get to the Market?
Judy Miller	Urbana	Occasionally	Drive
Jim, Diann & Wes Moore	Other	Weekly	Drive
Allison Jones	Champaign	Occasionally	Drive
Katrina Kotowski	Champaign	Weekly	Drive
Michael Jay	Champaign	Occasionally	Drive
Ian (Jon? Jan?) Dietrich	Urbana	Occasionally	Walk
Mike Little	White Heath	Occasionally	Drive
Robert M Kleiss	Tuscola	Weekly	Drive
Keifer Cramer	Gibson City	Weekly	Drive
Cassie Cramer	Gibson City	Weekly	Drive
Vendor	Urbana	*Weekly/Monthly	*Drive/Walk
Vendor	Philo	Weekly	Drive
Hector mandel	Philo	Occasionally	Drive
	Urbana	Monthly	*Drive/Walk
Larry Steinbauer	Champaign	Weekly	Drive
Tiffany Wang	Urbana	*Weekly/Monthly	*Drive/Walk/Bike
Rodney George Roacuk	Urbana	Weekly	Walk
Daniel Schreiber	Urbana	Weekly	Bike
Leslie Cooperband	*Champaign County	Weekly	Drive
Dean Rose	*Champaign County	Occasionally	Drive
Brian McKay	Champaign	Monthly	Drive
Rachel Hess	Urbana	Weekly	*Walk/Bike
Carol Spindel	Urbana	Weekly	Drive
Rory Nicholson	Champaign	Weekly	*Drive/Bike
John Kachoyneous	Champaign	Occasionally	Drive
	Champaign	Monthly	Drive
Tom Bassett	Urbana	Weekly	Drive
David Harley	Urbana	Weekly	Drive
	Urbana	Weekly	Walk
Sam Vandeorify	Urbana	*Weekly/Monthly	*Drive/Walk
Carloon Mills, Baha'I Center	Urbana	Monthly	Drive
Katie Leiningar	Urbana	*Monthly/Occasionally	Drive

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Name	Where do you live?	How often do you go to the Market?	How do you get to the Market?
Gary Cziko	Urbana	Weekly	Bike
Cindy Sampson	Champaign	Weekly	Drive
Dennis Roberts	Urbana	Occasionally	Walk
mary Klein	Urbana	Weekly	Drive
James B. Reedy	Urbana	Weekly	Walk
Carol Toler	Urbana	Weekly	Drive
Aydo Parro	Urbana	Monthly	*Drive/Walk/Bike
Phil Bell, Grandpa's Millwork	Urbana	Weekly	Drive
Joyce Bell, Grandpa's Millwork	Urbana	Weekly	Drive
Becky Roach	Champaign	Weekly	*Drive/Bike
Kelly Oyer	Urbana	Weekly	Drive
Jeff Jones	Clinton	*Monthly/Occasionally	Drive
Wesley Schell	Mahomet	Weekly	Drive
	Urbana	Occasionally	Walk
Pattsi Petrie	Champaign	Weekly	Drive
Caty roland	Champaign	Weekly	Drive
Aviva Gold	Champaign	Weekly	Bike
Katie Sheridan			
Cheri Manrique	Urbana	Weekly	Drive
Rick Larimore	Urbana	Weekly	*Drive/Walk/Bike
Ed DeWan	Urbana	Weekly	Drive
Ming Kuo	Urbana	Weekly	*Drive/Bike
Annie Weisner	Urbana	Weekly	Bike
Nancy Pagaduan	Philo	Occasionally	Drive
Pat Piolette	Philo	Occasionally	Drive
Todd Sweet	Savoy	Weekly	Drive

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Is there anything that prevents you from coming to the Market?

Is there anything that prevents you from coming to the Market?

Crazy schedule and laziness

Nothing - the market is very important to the survival of our farm - it is what keeps us in business.

I work every Saturday at 9am, so I have to get up super early to make it to the Market.

The time and distance from my house. I like to be there early to get freshest produce and avoid big crowds.

No, just lazy.

Rain

Weather

Availability of produce, etc. -- popular items are gone quickly.

Weather

Out of town

Don't need anything that week

Bad weather - rain, wind

Weather

I work Sturdays often, as MANY lower income families do.

Special events that conflict timewise

Work constraints for hours.

Knowing if it's after 10AM it's too late for produce.

Weather

No, I'm a vendor.

Bad weather - rain, wind

Bad weather

I am busy 8 - 12 on Saturdays and I can't get to the Market in time.

I work on Market Saturdays at Common Ground, so I don't get out there other than on short breaks.

Parking

Sometimes late -- if open until 1PM helpful

Weather - sun, rain--concerned about baby

Weather -- sun & heat; rain

Weather -- hard rain

Forgetting

Weather - hot weather & no shade

The day usually gets away and when I notice the clock the Market is closed.

Hurricanes

I have heard that for people in wheelchairs, some pathways into the downtown need to be improved.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Is there anything that prevents you from coming to the Market?

Other plans

Health

Weather

Weather -- wet bad weather

Out of town

Sometimes when I'm really tired it's just too early to get up.

By 10:30-11, the produce is picked over.

Out of town.

Occasionally if it's raining hard, we won't go, but if it's just a sprinkle, we'll still come.

We travel to the market by bicycle every weekend that we're in town.

Weather or illness

A conflicting schedule sometimes.

Being out of town

Overbuying the week before

Not managing to wake up early enough to go when it's not so crowded

Bad weather

Early close time--a lot of us cyclists bike at 9am Saturday mornings, wrapping up at 11:30am, so it's hard to make it on time.

My own inability to organize myself and my family enough to get out in time.

Occasionally the weather.

Rain/Weather

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What do you appreciate about the Market?

Definitely

The full season vendors are always in the same parking spaces year after year. Customers know where to find us. Most important the loyalty of the customers. Some are now like family.

The variety of vendors.

I like the row of community groups.

I like talking to the growers and other shoppers.

I like the music, crafts, and info booths.

The market feel.

Fresh produce and flowers.

Music, etc.

Fresh produce.

Diversity

Having the same people there every week.

City makes money on sales tax not from entry fees. (Vendor)

Wide variety

Price

Good advertising. (Vendor)

Variety

Price of booth. (Vendor)

Market Director's ability to help people, to be dependable--she's great, so helpful.

Atmosphere

The fabulous local food

The sense of being at the center of the community, finding out about artists, local political actions, etc.

Frequent faces

Something to do

Community feeling

Diversity

Good fresh produce

Socialization

Great patrons

a buyers' market

Community

I love the variety of goods

The vibrancy, support for local farmers and artisans.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What do you appreciate about the Market?

Everything - community social space, local food, music

Local food

Community

Gets older daughter excited about healthy food

Organic, fresh food

Playing music. (Musician)

A chance to buy high quality local produce and plants.

Fresh food, diversity of produce, free range meat

An opportunity to socialize with my two dogs.

Community, people watching.

Local fresh delicious produce

Friendly

Families

Community feel, relaxing

Local food, art, music

Social interaction

Community

Local artists

Local growers

The social aspect

Great mix of people, food, events.

Locally grown food

Great mix of people, musicians, politics vendors - it is exciting.

Safe, accessible

Everything - people.

People, variety of products, opportunity to meet and talk to people

I appreciate the Market.

Vegetables, fruit, meat -- food, local food

I like supporting local farmers and the ability to buy local, safe foods

The variety of vendors/experiences

I can sell what I grow or make.

Variety of produce.

Small farm and fresh products.

Social aspects.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What do you appreciate about the Market?

Serendipity.

The Sprouts at the Market has been great! Stuff for kids. Also, I like when they do crafts for kids at the front.

Peaches! Fresh veggies!

We love the fresh produce, the music, the social atmosphere and the dogs.

I appreciate the opportunity to share my photography with the public. I really like that it is smoke-free now. The market has greatly improved since Lisa took over. It is really easy to communicate with her. The number one thing is that booth locations are based on seniority. Lisa handles problems quickly and is very well organized. She seems to really care about individual vendors' needs.

Fresh produce and supporting local growers in an important but difficult business.

Almost everything.

The scene -- the liveliness, seeing people, kids, dogs, all the produce, flowers

The musicians

The chance to buy local, organic good -- Blue Moon and Triple S especially, but also Carrie, peaches, blueberries.

The community groups' stands

Particular vendors -- one that sells jewelry

Variety and quality of goods available.

Friendliness of sellers.

Bike friendliness.

Fresh, seasonal produce.

Ability to get to know the growers, vendors, etc.

Seeing friends.

Social scene.

Variety.

Sense of community

Local foods

26-week schedule

proximity to Art Mart & Common Ground Co-op

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What would make you come more often?

I'll probably come more often this summer since I didn't renew my CSA this year

Longer market season - first Saturday of May to second Saturday of November.

Sunday hours.

Having it closer to my house!

I should plan better to come more often.

Wife free on Saturday.

Longer hours

Longer hours

I'd love to see an evening market and less chaos. When I come to really shop for groceries, I do not want to have to wander through craft booths, etc.

Larger, more produce, year-long

Longer season

Good weather

Prepared foods--ie, crepes, etc.

Longer hours and/or evening market

Longer season or 2 times per week

More days; longer hours

Events

More than one day a week

Shade trees

Not having pancakes

Having EBT as a way of paying for products will help

Possibly extending the hours

Lower prices

Extend market to 1PM

It would be hard to come more often as I already come weekly

Starting another (day) market

We are there every week

It would be nice to have one hour more

Already coming all weeks

Having another market on another day

Being closer to Champaign

Extended season

It if was open later with good produce left, I would come more.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What would make you come more often?

I would come if there was another day (Tues or Wed) in the evening.

More variety in foods and products being sold

Already go as often as I can!

I am already there every week.

Perhaps another market day during the week?

It would *really* be nice to be able to eat something healthy and reasonably priced on site and listen to the musicians -- that would be fantastic.

Samples and recipes for vegetables I don't know what to do with (I know, health codes...).

It gets awfully crowded. I'm glad for the success, but maybe the aisles could be wider??

Extending hours by 1-2 hours. This is the only big reason I ever miss it--needing to do other things in the morning!

Extend the hours one more hour.

Have a place to sit down and eat.

Coffee.

Longer/later hours.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Is there anything you want to see changed at the Market?

There seems to be huge congestion in the two westernmost lanes. Perhaps spread them out more. I have heard it has naturally grown and expanded over the years.

A committee of vendors and City employees or Market staff that make Market rules. Let the full season vendors have a voice - one vote per space rented for full season.

More vendors would always be nice.

Tough question - a way to make lines more clear and payment easier. Perhaps a market card or market money.

I'd love to see more low income folks able to shop at the market.

No, I like it just as it is.

Sunday market? More diversity.

Yes. Refer to stockholder profile.

Less dogs.

I would like a solid committee created like Bob Kleiss' profile.

Age limit on performers (not pre-teen children who are being forced by parents)

Segregation of foods and crafts.

No change - fill in Kleiss' spaces when the isn't using them

Closing off Illinois Street between Vine and Illinois. More spread out across the lot. The east side gets very slow. North side--more produce since its prime real estate.

More food.

Combine with holiday market.

More fruit

Samples

Fight the health district!!

Spatial separation of food and crafts

Covered structure for inclement weather

More electrical outlets

More food and food diversity

Close off the streets surrounds market - make pedestrian walkway on Saturday morning

One governing body of Holiday Market and Market at the Square. More smooth transition at end of Market. season.

Longer season

No more dogs.

More resting places to socialize, rest, eat, enjoy the atmosphere.

More space, more tables with shade and chairs for older people to rest scattered around

Serving a broader market/demographic by operating on multiple days and times

70% food / 20% crafts / 10%entertainers

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Is there anything you want to see changed at the Market?

Traffic flow- use supermarket layout perimeter plan

Shade

Keep food vendors together

Dogs?

Shade

Holiday Market

More stalls

Grass

More tents for sitting and talking.

Reduce/eliminate plastic bags.

Provide permanent shade.

Provide electricity

Extend season

Make it year-round, find an enclosed location (Lincoln Square or another downtown location).

Parking

Winter market once/month

The policy about baking goods for small community participants

Get vendor vehicles out of sales area

No dogs

Open/close hours enforced

I would love this to be an affordable, good food source for low income families. I love the plans for WIC. I notice there aren't many people from that demographic here tonight. I wonder if there is a way to get more input from them.

Some way to address parking congestion.

Special parking for vendors.

A bit more price competition, not to the extent to harm the growers, but the price for the same item is uniform throughout the market. This is a bit troubling. As Cynthia Hoyle suggested at a public meeting, it might be useful to have handouts that put into perspective the reason prices are so much higher than like in grocery stores.

It gets very crowded if we come later than usual. And, sometimes the farmers run out of things if we come late. And parking gets difficult, too.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Is there anything you want to see changed at the Market?

I'd like this for all the vendors, but especially for the produce vendors, it would be really helpful if there was some kind of consistent sign, maybe required by the market, that had the name of the business, some basic contact information, and the kind of growing practices they use, like if they're USDA certified organic, organic practices, transitional or conventional. I think it's nuts that Jon Cherniss doesn't even let people know that he's certified, or maybe he does and I've just never noticed the sign. And I know I've asked farmers before and been surprised who is and who isn't organic, but then I forget the next year and sometimes I'm too embarrassed to ask again. But even for the other vendors, sometimes I like someone's work, but can't buy right then, but then I think of it later, and then it turns out they're not there every week, and I don't even know their name. If there was a sign, at least I'd have a chance of remembering them...

Maybe Port-a-potties? Maybe a cooling station? Oh yeah, we still have trouble with a specific musician's noise level drowning out our customer's ability to hear themselves speak to us. I wish we had the authority to tell him to move to another row. Otherwise, I completely enjoy all of the other musicians!

I would like to see a roof system that would provide shelter for most of the vendors.

I would like to see priority given to growers over other vendors. If necessary another date could be set for crafts, etc.

I would like to see a return of the 'no dogs allowed' rule before someone else gets bitten.

Yes. Get rid of the dogs!

I realize this is not something you have much say over, but for what it's worth, I wish people could bake in their own homes again--it's sad to lose Stewart's Artisanal Breads. And I like the community feel of people sharing things they made in their own homes.

More info provided on the farms and sellers.

Longer hours.

It would be great to have an area with tables and chairs where you could listen to music and sit and have a snack or something else to eat -- a place to chill while shopping.

I love the kid's activities and would continue that.

Fewer (none) political groups/protestors.

Perhaps more of an educational component, re: what we as a community can do to support local producers.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Are there any goods you would like to see at the Market?

The Market is large enough. Let a new vendor in only if they have something no one else is selling.

Anything local.

I'd like to see more info on how to use produce I may not be familiar with.

A fish and cheese vendor

More diverse always good

Something to eat while shopping

More value-added foods--jams, canned tomatoes, etc.

Fish, bison, dried herbs

Fruit, fish, milk, artisan food goods, more eggs, mushrooms

Dairy, fish, prawns, mushrooms, prepared foods

Broaden definition of who can bring good--perhaps some Indiana produce

Fruits, wines, beer, meats, cheeses

More art, more prepared food

More food (snack, lunch, etc.)

More produce--less arts and crafts

More creative art

More food for lunch

Milk, wine

Possibly food vendors

Handmade children's toys

More local fruits and vegetables.

Public performance stage?

More site preparation of foods

More ethnic foods

Fruits, hot drinks

Prepared food

Value-added food

I am not certain if there is a rule as to the distance sellers must live within to be part of the market. What I miss are the items that are grown in both Michigan and Wisconsin, such as apples, cherries, asparagus, etc. Do we have state health laws that prevent the selling of butter, hard cheeses, other dairy? I use as my model the Madison Farmers' Market, also the one in Evanston.

No. We are content with current offerings. In Germany, the cheese stands were always popular--but very smelly.

Maybe even more baked goods.

Can't think of anything offhand.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

Are there any goods you would like to see at the Market?

In Taiwan, they sell packages with the ingredients for various stirfry dishes all prepared, so you can just take it home and saute it and you're all set. It would be awesome if we had that.

More international flavors. Piroshki lady.

Great pottery. Have a stall set aside for a featured artist to do demos/sell higher end stuff.

Maybe set a stall aside for a featured, locally owned, locally run business to showcase their stuff (different business every week).

More meat!

More herbs.

More premade goods outside the realm of baked goods.

More non-food items.

Wine.

Hot food.

More baked/prepared foods.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What do you want the Market to look like in 5 years?

The Market remains in the same parking lot - no larger.

One stage area for the performers, music, etc. They are assigned times to entertain. Not the battle of out-playing each other for volume all over the market. We can't hear our customers.

The full season anchor vendors have a vote in things happening to the market. It is our life and business that the changes effect.

As strong as ever.

I want it to be bigger and to last all day.

Less need for parking spaces by improving public transportation access.

I really like it as it is.

More cooperation to cross promote Lincoln Square events like the Disability Expo.

More parking

Smaller

Commercial kitchen for more value-added foods

To have its own space, maybe with shelter--roof, some kind of roof

As much as I love the random community groups/performers/arts--we need more focus on food and more standards for non-food booths

Same

A reflection of today's Market--safer and bringing more local businesses. All year long - Market in the Square.

More diverse, or more people

Lot becomes more like a park with permanent structures

Lobby health department to allow (in a reasonable manner) prepared food, like every other market

More permanent structure

Governing board with decision making authority

One unit managing outdoor and indoor market

Have vendors also in parking lot south of Illinois Street and close street for pedestrian use.

See that corner become a dedicated market location with signage, permanent structure/storage, extended season inside Lincoln Square Village.

Larger!

Indoor at Lincoln Square all year.

I want to see more balance and synergy with the First Street Market

Tighten up, better aesthetics, vibrant and diverse entertainment/arts & crafts

More shade trees

More organic food vendors

Much as it is but also more patrons

More social capital, more produce, more dogs, happy people.

Bigger, inclusive, able to help farmers grow.

Same, maybe a bit longer.

Individual Surveys

Developers' Luncheon, Public Meeting, Email/Fax

What do you want the Market to look like in 5 years?

Many foods to choose from, lower prices if possible.

Year-round local food, shelters with solar electric panels, main stage for performances, food to eat (healthy, local), food prep demos

Full year marketplace. Enlarge two aisles to the west--might be the location of the artists and craft vendors. Establish a commercial kitchen where food vendors and bakers can prepare their food wares. City sponsored or vendor fee sponsored.

If you have sidewalk paths etc a trolley from farmers' market to downtown would be nice. Avoid being like Tasts though. People come from so far that it changes the character--you don't see people you know and mix and talk.

Looks good now.

I want to see a food movement and also a community space to create relationships.

Under roof year round

In a covered structure 10 months/year

I really want it to stay a market for growers/vendors who would otherwise not have a market. I would like to be able to do most of my groceries at the Market.

Not get bigger.

Larger, more competitive, more product diversity, more space for social action groups. It is a great help to lower income citizens to be able to use food stamps at the Market. Though I wonder how comfortable they will feel in the market environment?

Same, with improvements to parking issues? Not sure.

I would like the City of Urbana to take over the Holiday Market. Please, please, please!!! This is extremely important to me and many other vendors. It used to be run fairly and efficiently by Mary Dennis, but the new Director & Coordinator have completely ruined it. Vendors have been forced in spaces they don't want for very arbitrary reasons. There is also no recourse for complaints. If the City ran it, vendors could voice their complaints at Council Meetings. (Although if Lisa ran it, I don't think there would be any complaints!)

Even more volume of produce and meats sold by more grower/vendors.

Still there. NO DOGS.

Same.

Maybe summer employment opportunities for local youth.

Maybe permanent stalls, like in Ann Arbor.

A gazebo with a stage for local talent (anyone can perform/present, with at least 10 signatures of local residents), with folding chairs around.

I'd love for it to continue to grow and expand, and for us to take up the whole lot!

My dream would be that it would move beyond the weekend and be daily. It would be great if you could find a location where it could be both indoors and outdoors. I imagine it as a place that could be one more shopping choice and gathering place that could showcase local music, arts, food, etc. for the region.

Just as popular as it is now.

Become not only a destination for local food and information, but more of an independent institution. There are few other entities in C-U with the same reach among citizens and producers who are passionate about certain issues.

MINUTES OF A RESCHEDULED MEETING

URBANA PLAN COMMISSION

DRAFT

DATE: October 13, 2011

TIME: 7:30 P.M.

PLACE: Urbana City Building – City Council Chambers
400 South Vine Street
Urbana, IL 61801

MEMBERS PRESENT: Carey Hawkins Ash, Andrew Fell, Tyler Fitch, Dannie Otto, Michael Pollock, Bernadine Stake, Mary Tompkins, Marilyn Upah-Bant

MEMBERS EXCUSED: Lew Hopkins

STAFF PRESENT: Jeff Engstrom, Planner II; Rebecca Bird, Planner I; Teri Andel, Planning Secretary

OTHERS PRESENT: Susan Taylor

STUDY SESSION

Urbana’s Market at the Square Strategic Plan

Rebecca Bird, Planner I, gave the presentation on this topic to the Plan Commission. City staff is asking for comments from the Plan Commission that they can forward to the Urbana City Council on Monday, October 24, 2011. She talked about the following:

- Market Strategic Planning Process
- Market Strategic Plan – Draft
 - Market History & Background
 - Economic Development Impact & Potential
 - Trends & Issues
- Planning Process
 - Steering Committee
 - Public Input
 - Survey
- Mission Statement
- Goals
- Implementation Program Matrix

- Create Advisory Board
- Open House for Draft Plan – Saturday, July 16, 2011
- Strategic Plan Update to City Council
- Next Steps

Mr. Pollock inquired as to whether the Market Director's pay came out of the Tax Increment Financing (TIF) District 1 or 2. Ms. Bird replied that she would have to check that. Mr. Pollock explained his concern is that there is an eclipse date coming soon on one of these two TIF districts. At some point, the funds will be gone and the City needs to be aware of this with regards to the Market Director's salary.

Mr. Fitch asked if there is something wrong with the brand for the market. Ms. Bird stated that some of the vendors were concerned that when the market's name changed from Urbana's Farmers' Market to Urbana's Market at the Square, the decision was made without their participation or input. They feel that "*Market at the Square*" moves it away from being a farmers' market, which is what it is. On the other hand, it is well known as being called the "*Market at the Square*" and changing the name might have a negative effect on the market. Mr. Fitch commented that he would be concerned if they removed the word "square" from the name. In his opinion, it should be called, "*Urbana's Market at Lincoln Square*".

Mr. Fitch inquired as to the definition of "*local*". Ms. Bird explained that the Market defined "*local*" as being within the State of Illinois. A potential problem with this definition is that it excludes things produced 50 miles away in Indiana, but includes things from 200 miles away in Southern Illinois. So, there has been some talk of whether the definition is appropriate or could be improved.

Mr. Fitch wondered if this pertains to ownership or operation. Would a national or regional franchise that is locally owned and operated qualify? Ms. Bird explained that the products sold at the market have to be grown or produced in the State of Illinois.

Ms. Upah-Bant asked about the survey results regarding longer hours at the market. Ms. Bird replied that some members of the public want longer hours for the market, but that the vendors aren't sure that would work as many of them are selling out of their products by 10:00 a.m. to 11:00 a.m. If the hours are extended, it could happen that the vendors would have to sit there for a longer period of time with nothing to sell. Another option is for the vendors to arrive later and stay longer, but then that cuts into the farmers' regular workday on the farm.

Chair Pollock inquired as to whether the vendors are required to stay to the end of the day once they are sold out of product. Ms. Bird said yes; however, she is not sure if it applies to the community groups.

Ms. Stake suggested changing the brand to "*Farmer's Market at Lincoln Square*".

Chair Pollock recommended that they be very careful about changing the name of the market. It is incredibly successful and is a regional attraction. The name means something to people. If

you change the name, then you take a risk that it won't be successful anymore. You also take a risk if you change the hours.

Mr. Ash wondered if there is any mention of the Market at the Square in the Comprehensive Plan. It appears that this is turning into an economic engine that could potentially be a big driver for the City. Ms. Bird believed that it is mentioned in the Comprehensive Plan. Mr. Ash continued by saying that it may be helpful as the Advisory Board is created that the City think of Urbana's Market at the Square as a structural component of the City and an enhancement of the City of Urbana.

Mr. Otto talked about the Farmer's Market in Bloomington, Indiana. He mentioned that he is a big fan of the Market at the Square. From the economic aspect of it, we are getting 10,000 visitors, which is all lost sales tax revenue for the City. Ms. Bird pointed out that the vendors do pay sales tax. The City's Finance Department has some of this data, but they are not allowed to reveal anything about individual vendors.

Mr. Otto remarked that he would like to see "Urbana" kept in the title if the City changes the brand of the market to ensure that it is recognized that it is Urbana's market. Ms. Bird agreed that this was important and stated that City staff are trying to foster the relationship between the market and downtown businesses. Some of the businesses have figured out how to do that; however, some of the patrons of the market have already come and gone by the time many downtown businesses have opened their doors.

Ms. Stake asked if the market would move indoors inside Lincoln Square in November. Ms. Bird clarified that the Market at the Square is run by City staff, and is distinct from the "Holiday Market". The Holiday Market is run by the Urbana Business Association. The policies of each market are quite different. As an example of this, she talked about the new token system at the Market and how as they are City of Urbana tokens, they will not be honored at the Holiday Market.

Mr. Fitch stated that this is a great plan, and he loves the market. However, he feels it is weak on the part of economic development. The sheer volume of money that comes through the market is not that much, so downtown Urbana is not going to be effected in a negative way because of the market.

In fact, the market could help downtown businesses. He would like to see the plan focus on this idea a little more. He likes the recommendations in the plan about working with the Urbana Business Association more, but it really needs more specifics mentioned. Once the Advisory Board is created they could look at this particular connection. This includes transitioning into the winter months with the market moving inside Lincoln Square. Lincoln Square is showing signs of becoming more successful with places like the Common Ground Food Co-op. Also the Lincoln Hotel is being renovated.