

**MINUTES OF A REGULAR MEETING  
URBANA ZONING BOARD OF APPEALS**

**DATE:** November 16, 2022

**APPROVED**

**TIME:** 7:00 p.m.

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

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**MEMBERS ATTENDING:** Joanne Chester, Ashlee McLaughlin, Adam Rusch, Nancy Uchtmann, Charles Warmbrunn, Harvey Welch

**MEMBERS EXCUSED:** Matt Cho

**STAFF PRESENT:** Nick Olsen, Planner I; Lily Wilcock, Planner II; UPTV Camera Operator

**OTHERS PRESENT:** Richard Reynolds

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**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

Chair Welch called the meeting to order around 7:05 p.m. Roll call was taken, and he declared a quorum of the members present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF THE MINUTES**

The minutes from the October 19, 2022 regular meeting were presented for approval. Ms. McLaughlin moved that the Zoning Board of Appeals approve the minutes as written. Ms. Uchtmann seconded the motion. The minutes were approved as written by unanimous voice vote.

**4. COMMUNICATIONS**

There were none.

**5. CONTINUED PUBLIC HEARINGS**

There were none.

## 6. NEW PUBLIC HEARINGS

### **ZBA-2022-MAJ-07 – A request by Richard Reynolds for a major variance to allow a garage 3 inches from the south property line at 705 South Urbana Avenue, in the R-3, Single and Two-Family Residential Zoning District.**

Chair Welch opened the public hearing for Case No. ZBA-2022-MAJ-07. Nick Olsen, Planner I, presented the staff report to the Zoning Board of Appeals. He began by stating the purpose for the proposed major variance and giving details of the existing garage. He noted that he received two letters of communication in support of the proposed variance, which are included in the staff memo emailed prior to the meeting date. He showed location and zoning maps of the subject property and noted the zoning of the proposed property and of the adjacent properties. He showed the site plan stating that the proposed garage would be located about 10 feet from the front of the existing garage. He discussed how the proposed garage would align with an existing stairway and window well attached to the house. He summarized how the proposed variance relates to the variance criteria in Section XI-3 of the Urbana Zoning Ordinance. He read the options of the Zoning Board of Appeals and presented staff's recommendation for approval.

Mr. Olsen stated that this case would be forwarded to City Council on November 28, 2022, if recommended by the Zoning Board of Appeals. He noted that the applicant was available to answer questions.

Chair Welch asked if any members of the Board have questions for staff regarding the variance request. There were none, so he opened the hearing for input from the audience. He invited the applicant to approach the Board to speak and swore him in.

Richard Reynolds approached the Zoning Board of Appeals to answer any questions the Board members may have.

Ms. Uchtmann asked about the private alley mentioned in the email from Phil Fiscella. Mr. Reynolds stated that there is a private alley off Oregon Street (not City owned) which is shared by the residents at 303 Oregon, 702 South Vine Street, and 704 South Vine Street. He mentioned that he has only found easement language for the private alley mentioned in a survey that was done for the development of the new duplex that was constructed on Vine Street. He clarified that he does not use the alley to access his garage, which is accessed off Urbana Avenue.

With there being no further questions for the applicant and there being no other audience members, Chair Welch closed the public input portion of the hearing and opened it for discussion and/or motion(s) of the Board.

Mr. Rusch moved that the Zoning Board of Appeals forward Case No. ZBA-2022-MAJ-07 to the Urbana City Council with a recommendation for approval with the condition that it generally conforms to Exhibit C, Site Plan, of the written staff report. Ms. McLaughlin seconded the motion.

Roll call on the motion was as follows:

Ms. Chester	-	Yes	Ms. McLaughlin	-	Yes
Mr. Rusch	-	Yes	Ms. Uchtmann	-	Yes
Mr. Warmbrunn	-	Yes	Mr. Welch	-	Yes

The motion was passed by unanimous vote.

**7. OLD BUSINESS**

There was none.

**8. NEW BUSINESS**

There was none.

**9. AUDIENCE PARTICIPATION**

There was none.

**10. STAFF REPORT**

There was none.


**11. STUDY SESSION**

There was none.

**12. ADJOURNMENT OF MEETING**

Chair Welch adjourned the meeting at approximately 7:21 p.m.

Respectfully submitted,




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Kevin Garcia, AICP  
 Principal Planner and Zoning Administrator  
 Secretary, Urbana Zoning Board of Appeals