



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: The Urbana Plan Commission
FROM: Kevin Garcia, AICP, Principal Planner & Zoning Administrator
DATE: March 18, 2022
SUBJECT: Plan Case 2442-T-22: An application by the Urbana Zoning Administrator to amend the Urbana Zoning Ordinance to require applicants for Planned Unit Developments to hold a neighborhood meeting prior to consideration at Plan Commission.

Supplemental Memorandum

This case was initially discussed at the March 3, 2022, Plan Commission meeting. We have revised the text based on that discussion, as detailed in Exhibit A.

Here is a summary of those revisions:

Section H.1.b now specifies that an applicant must work with Planning staff on all three phases of holding a neighborhood meeting (identifying a location, notifying neighbors, and holding the meeting).

Section H.1.b.2 now requires the applicant to send notification of the neighborhood meeting to all addresses and property owners within 800 feet¹ of the project. This would make sure that anyone who lives, has a business, or owns property nearby would be notified about the neighborhood meeting.

Section H.1.b.3 adds minimum requirements for the meeting, including sharing of plans and other relevant information, and any waivers being requested and public benefits the project will provide. Staff also made the text more clear about applicants holding meetings before submitting a PUD application.

Section J.1 is now more straightforward, and includes the “proximity conditions” phrasing suggested by Mr. Allred.

Attachments: Exhibit A: Proposed Amendments

¹ The 800-foot distance seems reasonable, but is something of a placeholder to start the discussion. We will provide some examples at the Plan Commission meeting of what various distances would look like.

KEY – Underline – added text.

Red + Underline – added text since initial draft.

~~Strikethrough + Underline~~ – initially-proposed additions, but removed since initial draft.

Exhibit A: Proposed Amendments

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Section XIII-3. Planned Unit Developments

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H. Preliminary Development Plan Review

1. Plan Commission Review.

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- b) If the proposed Planned Unit Development is within 300 feet of a residentially zoned parcel or a parcel containing a residential use, the applicant shall hold a neighborhood meeting where the public can review the project and provide comments to the applicant.

The applicant shall work with Planning staff to:

- 1) Work with Planning staff to ~~Identify a suitable~~ location for the meeting;
- 2) ~~Notify surrounding property owners~~ Send notice to all addresses and property owners within 800 feet¹ at least 10 days before the meeting; and
- 3) Hold the meeting at least seven days before the Plan Commission hearing.

At the meeting, the applicant shall provide the following, at a minimum:

- 1) Any plans, renderings, and other relevant information about the project;
- 2) Any waivers they are requesting; and
- 3) Any public benefits the project will provide.

~~Alternatively, an applicant who holds a neighborhood meeting before submitting an application will be considered to have met this requirement.~~

An applicant may also meet this requirement by holding a neighborhood meeting before submitting their application, if that meeting fulfills all of the above criteria.

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J. Final Planned Unit Development Review

1. A public hearing shall be held by the Plan Commission, in accordance with notification requirements specified in Section XI-10 of this Ordinance. The applicant shall hold a neighborhood meeting if the proximity conditions of Section XIII-H.1.b above are met. ~~A neighborhood meeting shall be required if the conditions of Section XIII-H.1.b above are met.~~

¹At a minimum, applicants shall send written notification to property owners who are required to be notified of the Plan Commission hearing, per Section XI-10.B.