

The background of the report cover is a photograph of a city street. On the right side, there are multi-story buildings with various architectural styles, including brick and stone. A sidewalk runs along the street, with a black street lamp and a yellow pedestrian crossing sign. A small tree is planted in a planter on the sidewalk. A white car is parked on the street. The sky is blue with some clouds.

2015

Planning Division Annual Report

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MEET THE PLANNING STAFF

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Planning Division Contact Information:

City of Urbana
Planning Division
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Urbana Illinois 61801
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Major Activities of the Planning Division:

-  Assures implementation of the goals, objectives and policies of the Comprehensive Plan
-  Processes applications for zoning, development review, design review, etc.
-  Coordinates planning policies and case reviews with other government entities to ensure the City's planning interests are considered in community-wide planning efforts
-  Maintains the City's Zoning Map and enforces the City's Zoning Ordinance
-  Analyzes new subdivisions and regulates the physical pattern of land development using the Subdivision and Land Development Code
-  Administers the Historic Preservation Ordinance and engages in preservation planning activities

An important role of the Planning Division staff is to coordinate materials and provide recommendations to the following boards and commissions:

*Boneyard Creek
Commissioner*

City Council

Design Review Board

*Historic Preservation
Commission*

*MOR (Mixed-Office
Residential) Development
Review Board*

Plan Commission

Zoning Board of Appeals

Planning staff prepares detailed reports for all petitions that come before these bodies and presents those reports at public hearings.

BOARDS AND COMMISSIONS

BONEYARD CREEKWAY COMMISSIONER

Clark Bullard

Email: bullard@illinois.edu

The Boneyard Creek Commissioner assists in the administration of the Creekway Permit system in the Boneyard Creek District. The Zoning Administrator consults with the City Engineer and the Boneyard Creek Commissioner to administratively grant certain Creekway Permits. Upon such determination, the Zoning Administrator notifies the Plan Commission, City Council, and Mayor of the pending permit. The Plan Commission or other party may appeal the decision for review by the Plan



Commission. The Boneyard Creek Commissioner, along with City staff, also reviews and submits recommendations regarding Boneyard Creek permits that have been referred to the Plan Commission.

2015 Cases

CW-2015-01

Applicant: Central Illinois Mosque & Islamic Center
106 South Lincoln Avenue

Permit to upgrade the existing entry of the mosque

Administratively Approved: 04-30-2015

CW-2015-02

Applicant: Josh Daly for Mode 3 Architecture, Inc.

102 South Gregory Street; 903 West Western Avenue; and 101, 103 and 105 South Lincoln Avenue

Permit to allow the construction of a multi-family apartment building the B-3U (General Business – University) Zoning District

Administratively Approved: 06-09-2015

BOARDS AND COMMISSIONS

BONEYARD CREEKWAY COMMISSIONER

CW-2015-03

Applicant: Silvercreek
402 North Race Street
Permit to allow the expansion for a patio deck
Administratively Approved: 07-06-2015

CW-2015-04

Applicant: Andrew Fell for Peter Baksa
402, 408 and 412 West Springfield Avenue
Permit to allow demolition of existing houses and construct apartment buildings
Administratively Approved: Demolition on 09-02-2015
Forwarded Recommendation to Approve to Plan Commission: 09-23-2015
Plan Commission Meeting and Decision to Approve: 10-22-2015

CW-2015-05

Applicant: Borchers's Decorating
203 North Vine Street
Permit to allow demolition of a portion of the existing building
Administratively Approved: 09-02-2015

CW-2015-06

Applicant: Darrel Foste
402-1/2 and 406 West Springfield Avenue AND 104 North McCullough Street
Permit to allow demolition of existing buildings on each property
Administratively Approved: 09-02-2015

CW-2015-07

Applicant: Lonnie Judy
106-1/2 North McCullough Street
Permit to allow demolition of an existing garage
Administratively Approved: 09-22-2015

BOARDS AND COMMISSIONS

DESIGN REVIEW BOARD

The Urbana Design Review Board reviews the design of proposed developments in specified design review overlay districts. The City currently has two such districts: the Lincoln-Busey Corridor (a one-block wide corridor between Illinois Street and Pennsylvania Avenue) and the East Urbana District (the northwest portion of the Historic East Urbana Neighborhood). The Board evaluates projects using design guidelines to determine the overall compatibility of the proposal with the character of the neighborhood.

Members

Jeffery Poss (CHAIR)	Email: info@jefferyspossarchitect.net	June 2017
Alice Englebreetsen	Email: a.englebreetsen@comcast.net	June 2016
Scott Kunkel	Email: Kunkel@jsmapts.com	June 2018
Dannie Otto	Email: dlotto6@gmail.com	June 2018
Kim Smith	Email: ksmith@sbarchtx.com	June 2018

2015 Cases

2015-EUDRB-01

Applicant: George Klatt
202 South Grove Street
Application to replace entrance stairs
Administratively Approved: 09-09-2015



Other Business

Election of Chairperson

Amendment to the Official Bylaws

BOARDS AND COMMISSIONS

HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission identifies historically significant properties, advises the City Council on the designation of such properties, protects distinctive visual characteristics of landmarks or historic districts, and educates the public about the opportunities of historic preservation.

Members

Alice Novak (CHAIR)	Email: AliceNovak@comcast.net	June 2016
Scott Dossett	Email: dossett.scott@gmail.com	June 2018
Matt Metcalf	Email: Metcalf_matt@hotmail.com	June 2016
Gina Pagliuso	Email: eastcoastgrl@aol.com	June 2016
Dave Seyler	Email: david.seyler12@gmail.com	June 2017
Trent Shepard	Email: trent.shepard@gmail.com	June 2017
Kim Smith	Email: ksmith@sbarchtx.com	June 2018

2015 Cases

HP-2015-COA-01

Applicant: Mary Ann Bunyan
Colvin House
604 West Pennsylvania Avenue
Application to repair piers on front porch
Administratively Approved: 03-20-2015



HP-2015-L-01

Applicant: Brian Adams
Stephen S. Henson House
611 West Elm Street
Application for Landmark Nomination
Historic Preservation Commission Recommendation for
Approval: 01-20-2016
City Council Denied: 02-01-2016



BOARDS AND COMMISSIONS

HISTORIC PRESERVATION COMMISSION

Monitoring of Historic Properties

Colvin House – Certificate of Appropriateness

Greek Revival Cottage at Leal Park – ADA Ramp

Other Topics of Interest

Certified Local Government (CLG) Report FY 2013-2014

Certified Local Government (CLG) Grant for Interactive Web Maps

Proclamation to City Council regarding Downtown District

BOARDS AND COMMISSIONS

MOR (MIXED OFFICE RESIDENTIAL) DEVELOPMENT REVIEW BOARD

The MOR Development Review Board oversees new construction in the Mixed Office Residential District (MOR) on Green and Elm Streets. Any development project in the MOR corridor that does not include adaptive re-use of the existing structure is subject to approval of the MOR DRB. When a new building or use is proposed in the MOR, the applicant must present his or her design to the MOR DRB to determine if it is compatible with adjacent uses and meets the Design Guidelines for the MOR District.

The MOR DRB is composed of several different members including: a member of the Plan Commission, a member of the Historic Preservation Commission, an architect, a resident in the MOR Zoning District, a resident near the MOR, a developer and a small business owner.

Members

Jeffery Poss (CHAIR)	Email: info@jefferyspossarchitect.net	June 2017
Matt Cho	Email: cho_matthew@hotmail.com	June 2020
Scott Kunkel	Email: Kunkel@jsmapts.com	June 2018
Dannie Otto	Email: dlotto6@gmail.com	June 2018
Kim Smith	Email: ksmith@sbarchtx.com	June 2018
Jonah Weisskopf	Post Office Box 503, Urbana, IL 61803	June 2020

2015 Cases



DRB-2015-01

Applicant: Andrew Fell for Kevin Hunsinger
611 West Elm Street
Application to demolish existing rental house and
construct 5-unit apartment building
MOR DRB Approved: 09-30-2015

DRB-2015-02

Applicant: Kima Kheirloomoom
410 West Elm Street
Application to replace and relocate garage
MOR DRB Approved: 11-18-2015

BOARDS AND COMMISSIONS

MOR (MIXED OFFICE RESIDENTIAL) DEVELOPMENT REVIEW BOARD

Other Business

Election of Chairperson

Election of Vice-Chairperson

Amendment to Official Bylaws

BOARDS AND COMMISSIONS

PLAN COMMISSION

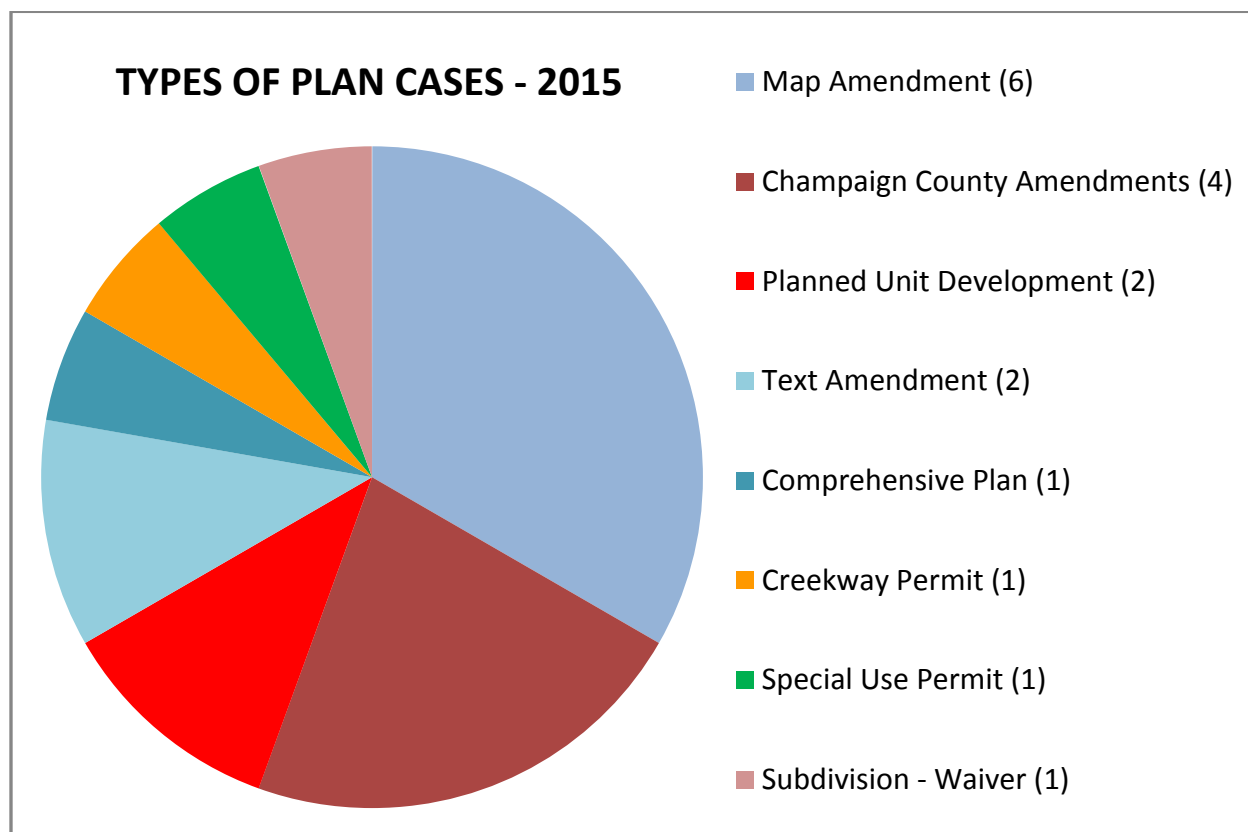
The Urbana Plan Commission prepares and recommends to the City Council a comprehensive plan of public improvement for future development of the City, prepares and recommends plans for specific improvements, considers all amendments to the Urbana Zoning Ordinance, considers proposed special use requests, reviews subdivision plans, reviews zoning and special use cases before the Champaign County Zoning Board of Appeals which are located within one and one-half miles of the limits of the City of Urbana, considers proposed annexation agreements which prescribes any zoning amendments, and assists City officials with direction of projects for improvements within the Comprehensive Plan. Cases heard by the Plan Commission are then forwarded to the City Council for approval.

Members

Tyler Fitch (CHAIR)	Email: tfitch@uillinois.edu	June 2018
Barry Ackerson, Ph.D.	Email: bjackerson@hotmail.com	June 2018
Maria Byndom	Email: mabyndom@gmail.com	June 2016
Andrew Fell	Email: andrewfell@comcast.com	June 2018
Lew Hopkins	Email: ldhopkins@sbcglobal.net	June 2016
Dannie Otto	Email: dlotto6@gmail.com	June 2018
Christopher Stohr	Email: cstohr28@gmail.com	June 2017
David Trail	Email: dave.trail@gmail.com	June 2017
Daniel Turner	Email: danturner13@gmail.com	June 2017

BOARDS AND COMMISSIONS

PLAN COMMISSION



2015 Plan Cases

2264-CP-15

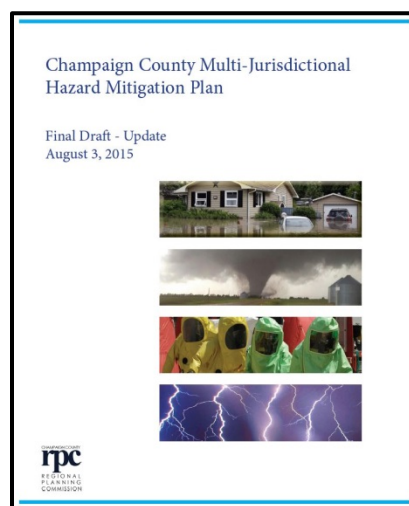
Applicant: Zoning Administrator

Adoption of the Champaign County 2015 Hazard Mitigation Plan as part of the 2005 Comprehensive Plan

Plan Commission Recommendation for Approval: 09-10-2015

City Council Approved: 09-21-2015

Ordinance No. 2015-09-100



BOARDS AND COMMISSIONS

PLAN COMMISSION

2251-M-15

Applicant: Zoning Administrator

Annual Review of the Official Zoning Map

Plan Commission Recommendation for Approval: 02-05-2015

City Council Approved: 02-16-2015

Ordinance No. 2015-02-017

2255-M-15

Applicant: Joshua Creek

1505 East Florida Avenue

The Point at U of I – Rezone from B-3 to R-5

Plan Commission Recommendation for Approval: 03-05-2015

City Council Approved: 03-16-2015

Ordinance No. 2015-03-028

Recorded Document No. 2015R16567 on 08-27-2015

2258-M-15

Applicant: Zoning Administrator

401-1/2 and 403 East Kerr Avenue

Rezone from B-3 to R-4

Plan Commission Recommendation for Approval: 06-11-2015

City Council Approved: 06-15-2015

Ordinance No. 2015-06-062

2259-M-15

Applicant: C-U at Home

703 North Matthews Avenue

Rezone from R-2 to R-4

Plan Commission Recommendation for Approval: 06-25-2015

City Council Denied: 09-08-2015

2261-M-15

Applicant: Green Vistas, LLC

3106 North Cunningham Avenue

Mervis/Stark Annexation Rezoning from County B-4 to City IN-1 upon annexation

Plan Commission Recommendation for Approval: 06-25-2015

City Council Approved: 08-03-2015

Ordinance No. 2015-07-068

BOARDS AND COMMISSIONS

PLAN COMMISSION

2262-M-15

Applicant: Howard Wakeland

906, 908 and 910 West Church Street; 905, 907 and 909 West Hill Street; AND 701, 705 and 707 North Lincoln Avenue

Rezone from R-2 and B-2 to B-3

Plan Commission Recommendation for Approval of a portion of the request: 08-06-2015

City Council Approved rezoning only 705 North Lincoln Avenue to B-2: 08-17-2015

Ordinance No. 2015-08-089

2256-PUD-15

Applicant: Clark-Lindsey Village, Inc.

101 West Windsor Road

Preliminary Planned Unit Development

Plan Commission Recommendation for Approval: 06-11-2015

City Council Approved: 06-15-2015

Recorded Document No. 2015R14967 on 08-07-2015

2257-PUD-15

Applicant: Clark-Lindsey Village, Inc.

101 West Windsor Road

Final Planned Unit Development

Plan Commission Recommendation for Approval: 06-11-2015

City Council Approved: 06-15-2015

Recorded Document No. 2015R14968 on 08-07-2015

2267-S-15

Applicant: Zoning Administrator

406, 407, 408 and 409 East Oakbrook Circle AND 3302 South Vine Street

Oakbrook Circle in the Birchcrest III Subdivision (Subdivision Waiver)

Plan Commission Recommendation for Approval: 12-10-2015

City Council Approved: 12-14-2015

Ordinance No. 2015-12-120

BOARDS AND COMMISSIONS

PLAN COMMISSION

2260-SU-15

Applicant: C-U at Home

703 North Matthews Avenue

Allow a Home for Adjustment – Shelter/Transitional Housing for Women in the R-4

Plan Commission Recommendation for Approval: 06-25-2015

City Council Denied: 09-08-2015

2250-T-15

Applicant: Zoning Administrator

Amend the Zoning Ordinance to establish definitions, use provisions and special use permissions for
“Gaming Halls”

Plan Commission Recommendation for Approval: 03-05-2015

City Council Approved: 04-06-2015

Ordinance No. 2015-03-029

2254-T-15

Applicant: Zoning Administrator

Omnibus Text Amendment to the Urbana Zoning Ordinance

Plan Commission Recommendation for Approval: 07-23-2015

City Council Approved: 09-21-2015

Ordinance No. 2015-07-084

Ordinance No. 2015-09-099

CCZBA-791-AT-14

Applicant: Champaign County Zoning Administrator

Amend the County Zoning Ordinance regarding Heliport/Restricted Landing Area

Plan Commission Recommendation to Defeat a Resolution of Protest: 02-19-2015

City Council Defeated a Resolution of Protest: 03-02-2015

Resolution No. 2015-03-010R

CCZBA-769-AT-13

Applicant: Champaign County Zoning Administrator

Amend the County Storm Water Management and Erosion Control Ordinance

Plan Commission Recommendation to Defeat a Resolution of Protest: 04-23-2015

City Council Defeated a Resolution of Protest: 05-04-2015

Resolution No. 2015-05-022R

BOARDS AND COMMISSIONS

PLAN COMMISSION

CCZBA-773-AT-14

Applicant: Champaign County Zoning Administrator

Amend the County Storm Water Management and Erosion Control Ordinance with regards to Grading and Demolition Permits

Plan Commission Recommendation to Defeat a Resolution of Protest: 04-23-2015

City Council Defeated a Resolution of Protest: 05-04-2015

Resolution No. 2015-05-022R

CCZBA-817-AM-15

Applicant: Farm Lake, Inc.

2502 North Cunningham Avenue

Rezone from County R-4 to County AG-2

Plan Commission Recommendation to Defeat a Resolution of Protest: 12-10-2015

City Council Defeated a Resolution of Protest: 12-14-2015

Resolution No. 2015-12-072R

CW-2015-04

Applicant: Andrew Fell for Peter Baksa

402, 408 and 412 West Springfield Avenue

Demolish existing houses and construct apartment buildings

Boneyard Creekway Permit Approved: 09-02-2015

Plan Commission Permit Approved: 10-22-2015

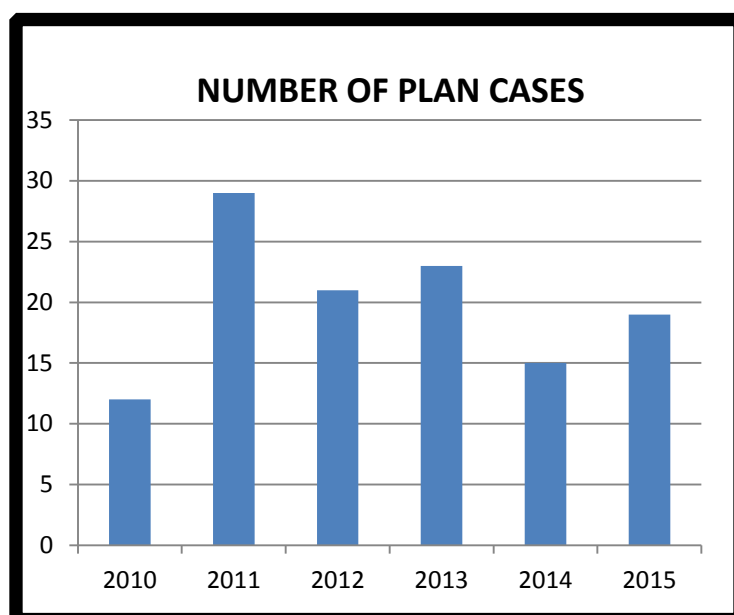
Other Topics of Interest

Bylaw Review

Urbana Bicycle Master Plan *Draft*

**Active Transportation Class
Presentations**

**Future City Club Presentations by
Urbana Middle School Students**



BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

The Zoning Board of Appeals has the power and duty to hear and decide all matters referred to it by the provisions of the Zoning Ordinance, including conditional use requests and variances due to a hardship being created by strict interpretation of the Zoning Ordinance. Variances to be decided by the Zoning Board include the reduction of front yard depth or side yard width, rear yard reduction, building height increases, use of undersized lots, decrease in open space, decrease in parking requirements, and increase in maximum sign area. In addition, the Zoning Board of Appeals considers and acts upon all appeals from any order, requirement, decision or determination made by the Zoning Administrator. While decisions for appeals, conditional use requests and minor variance requests are made final by the Board, the Zoning Board of Appeals makes recommendations to the City Council for major variances.

Members

Harvey Welch (CHAIR)	302 West Vermont Avenue, Urbana, Illinois	June 2020
Joanne Chester	Phone: (217) 344-5338	June 2017
Matt Cho	Email: cho_matthew@hotmail.com	June 2020
Ashlee McLaughlin	Email: mclaughlin.ashlee@gmail.com	June 2018
Nancy Uchtmann	Phone: (217) 384-7875	June 2020
Charles Warmbrunn	2110 South Vine Street	June 2016
Jonah Weisskopf	Post Office Box 503, Urbana, Illinois 61803	June 2020

2015 Zoning Cases

ZBA-2015-C-01

Applicant: Tod Satterthwaite

703 West High Street

Allow duplex use in the R-2 Zoning District

Zoning Board of Appeals Denied Originally: 04-15-2015

Zoning Board of Appeals Approved: 06-17-2015

Recorded Document No. 2015R16566 on 08-27-2015

BOARDS AND COMMISSIONS

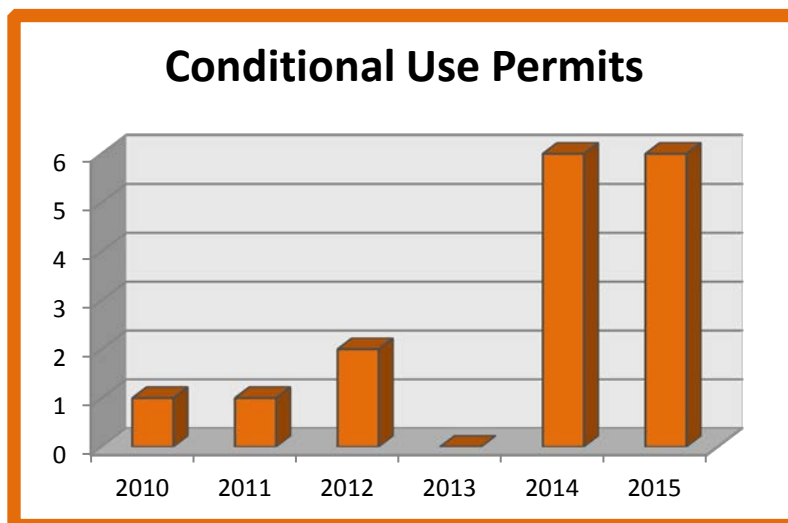
ZONING BOARD OF APPEALS

ZBA-2015-C-02

Applicant: HG Dwell, LLC
202 West Illinois Street
Allow a banquet facility/event space
in the MOR Zoning District
Case Withdrawn

ZBA-2015-C-03

Applicant: Eric Herzog
509 East Main Street
Allow auto detail shop in the B-4
Zoning District
Zoning Board of Appeals Approved:
05-20-2015



ZBA-2015-C-04

Applicant: Thomas Sheehan
208 West Griggs Street
Allow a craft brewery/tasting room in the B-4 Zoning District
Zoning Board of Appeals Approved: 05-20-2015

ZBA-2015-C-05

Applicant: Crisis Nursery
1309 West Hill Street
Allow an expansion of the existing facility
Zoning Board of Appeals Approved: 06-17-2015

ZBA-2015-C-06

Applicant: Emma Gray and Theodore Gray
117 West Washington Street
Allow a café in the B-1 Zoning District
Zoning Board of Appeals Approved: 06-17-2015

BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2015-MAJ-01

Applicant: Tod Satterthwaite

703 West High Street

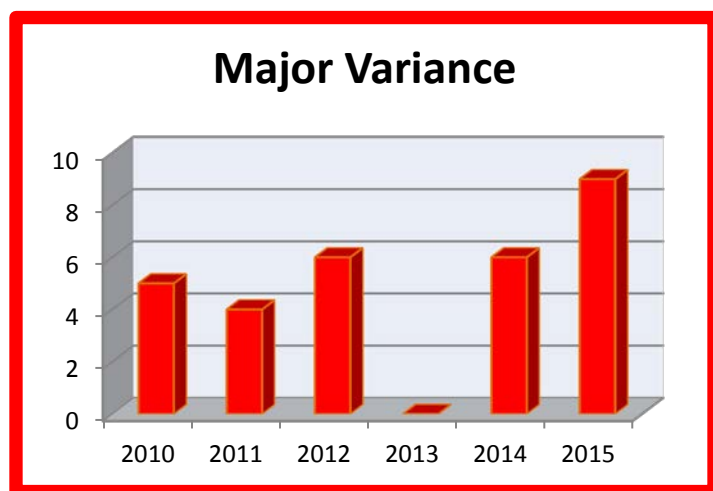
Reduce the required lot width and lot area

Zoning Board of Appeals Originally Denied: 04-15-2015

Zoning Board of Appeals Recommended Approval: 06-17-2015

City Council Approved: 07-20-2015

Ordinance No. 2015-07-080



ZBA-2015-MAJ-02

Applicant: Bainbridge CC Urbana Apartment REIT, Inc.

1010 West University Avenue

Allow an increase in the area of a sign up to 64.75 square feet

Zoning Board of Appeals Recommended Approval: 04-15-2015

City Council Approved: 04-20-2015

Ordinance No. 2015-04-036

ZBA-2015-MAJ-03

Applicant: Bainbridge CC Urbana Apartment REIT, Inc.

1010 West University Avenue

Allow a 64.75 square foot sign to project above the first story of the building

Zoning Board of Appeals Recommended Approval: 04-15-2015

City Council Approved: 04-20-2015

Ordinance No. 2015-04-036

ZBA-2015-MAJ-04

Applicant: Mala, LLC

202 West University Avenue

Allow a reduction in the required front yard setback from 15 feet to 5 feet in the B-3 Zoning District

Zoning Board of Appeals Recommended Approval: 05-20-2015

City Council Approved: 06-01-2015

Ordinance No. 2015-06-058

BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2015-MAJ-05

Applicant: Mala, LLC

202 West University Avenue

Allow parking spaces in which exiting vehicles must back out onto a public street in the B-3 Zoning District

Zoning Board of Appeals Recommended Approval: 05-20-2015

City Council Approved: 06-01-2015

Ordinance No. 2015-06-058

ZBA-2015-MAJ-06

Applicant: Urbana Park District

505 West Stoughton Street

Allow a monument sign that is 8 feet tall, 2 feet over the maximum height in the CRE Zoning District

Zoning Board of Appeals Recommended Approval: 05-20-2015

City Council Approved: 06-01-2015

Ordinance No. 2015-06-057

ZBA-2015-MAJ-07

Applicant: Geoffrey Merritt

303 West Griggs Street

Allow a decrease in the number of required parking spaces in the B-1 Zoning District

Zoning Board of Appeals Recommended Approval: 06-17-2015

City Council Approved: 07-13-2015

Ordinance No. 2015-07-065

ZBA-2015-MAJ-08

Applicant: Lori Garrett

701 East Elm Street

Allow a new garage to encroach 21 feet, 3 inches into the required front-yard setback in the R-3 Zoning District

Zoning Board of Appeals Recommended Approval: 08-19-2015

City Council Approved: 09-08-2015

Ordinance No. 2015-09-098

BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2015-MAJ-09

Applicant: Itai Seggev and Dara Goldman

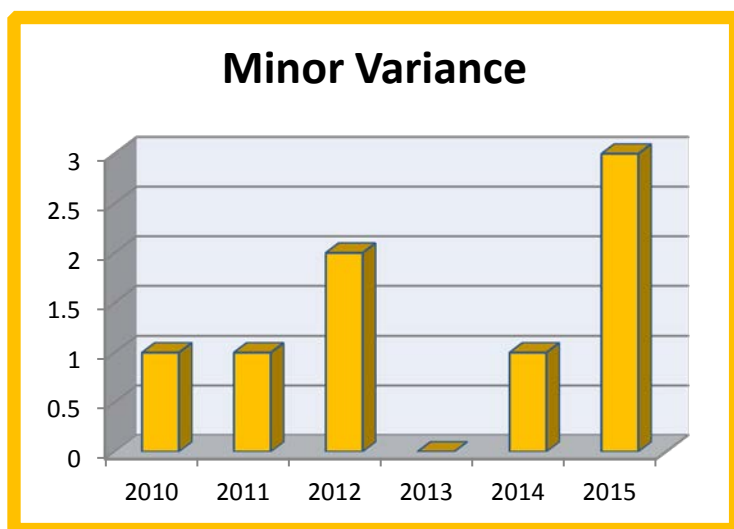
410 West Florida Avenue

Allow the expansion of a driveway in the required front-yard setback

Zoning Board of Appeals Recommended Approval: 12-16-2015

City Council Approved: 01-04-2016

Ordinance No. 2016-01-002



ZBA-2015-MIN-01

Applicant: Urbana Park District

505 West Stoughton Street

Allow a monument sign to set back 6 feet from the property line, 2 feet under the required setback in the CRE Zoning District

Zoning Board of Appeals Approved: 05-20-2015

Recorded Document No. 2015R11475 on 06-24-2015

ZBA-2015-MIN-02

Applicant: Carol Westerman

2510 South Vine Street

Allow the creation of a lot that has 9.9% less area than required in the R-3 Zoning District

Zoning Board of Appeals Approved: 08-19-2015

Recorded Document No. 2015R17954 on 09-16-2015

ZBA-2015-MIN-03

Applicant: Carol Westerman

2510 South Vine Street

Allow the creation of a lot that is 14.75% narrower than required in the R-3 Zoning District

Zoning Board of Appeals Approved: 08-19-2015

Recorded Document No. 2015R17955 on 09-16-2015

OTHER PLANNING ACTIVITIES

The Planning Division staff performs other tasks related to Planning in addition to serving the boards and commissions mentioned on previous pages. Staff creates maps for other divisions, processes minor subdivision and telecommunication facilities applications for administrative review for approval, processes Home Occupation Permit and Temporary Sign Permit applications, provide Zoning Verification letters and enforce zoning regulations throughout the City. Planning staff also work on special projects to adopt relevant plans and assist with redevelopment projects. Below is general information about some of these tasks.

CASES FOR ADMINISTRATIVE REVIEW

Below are cases that classify as minor projects, subdivisions, etc. and require administrative review rather than review by a board or commission. These types of cases are discussed and reviewed in Plan Group and CD Engineering meetings by City staff from Community Development (Building Safety Division, Economic Development Division and Planning Division), Public Works, and the Fire Department. After discussing a case, the City Engineer, Director of Community Development Services/Zoning Administrator and the Secretary of the Urbana Plan Commission decide whether to approve a request or ask the applicant to make revisions to meet the City's codes and regulations.

2253-CE-15

Applicant: Michael & Margaret R. Grossman
705 & 701 West Pennsylvania Avenue
Convey four feet to 705 West Pennsylvania Avenue
Administratively Approved: 03-05-2015
Recorded Document No. 2015R03588 on 03-05-2015

2263-S-15

Applicant: Roelf Estate, Pamela D. Norris, Executor
4100 East Anthony Drive
Replat of Lot 1 of D.P.J. Smith Subdivision (Minor Plat)
Administratively Approved: 08-27-2015
Recorded Document No. 2015R16624 on 08-28-2015

2265-S-15

Applicant: Carol Westerman
2510 South Vine Street
Replat of Lot 3 of R & J Replat of Lot 431 of Ennis Ridge 17th Subdivision (Minor Plat)
Administratively Approved: 10-01-2015
Recorded Document No. 2015R19231 on 10-05-2015

OTHER PLANNING ACTIVITIES

2266-S-15

Applicant: Judy Heimbürger Trust
North end of Carver Drive
Oak Tree Subdivision (Minor Plat)
Approval Still Pending

2252-TCF-15

Applicant: Verizon Wireless
1808 South Philo Road
Collocation of Telecommunications Facility
Administratively Approved: 01-27-2015

HOME OCCUPATION PERMITS

Planning staff processes applications received for home occupation uses. There were two types of permits.

Type A is for home-based occupations that have minimal impact on the property and surroundings beyond the scope of residential use, involving only the occupants of a dwelling and resulting in only incidental traffic associated with the occupation. Type A does not require a Certificate of Occupancy and does not exceed the following criteria: (1) There are no person, other than immediate members of the family residing in the dwelling unit, engaged therein; (2) There are no signs on the premises identifying the home occupation; (3) The occupation is wholly operated and contained within the dwelling; (4) No materials or equipment are stored outside the dwelling unit; (5) No more than two commercial or business vehicles used in conjunction with the home occupation may be on the premises at any one time and no more than five vehicle visits per day; (6) No more than two commercial or business vehicles used in conjunction with the home occupation may be parked on the premises or on an adjacent street; and (7) No equipment, mechanical or electronic, is used except equipment which is incidental to the occupation, and which does not or will not create objectionable noise, odors, or electronic impulses, or otherwise create a nuisance discernible beyond the property lines of the premises.

Type B is for home-based occupations that exceeds the limitations of a Type A Occupation. Type B shall require approval by the Zoning Administrator and require the issuance of a Certificate of Occupancy and be limited to the following restrictions and conditions: (1) No more than one person, other than members of the immediate family residing in the dwelling unit, is engaged therein; (2) Two off-street parking spaces must be provided on -premise as approved by the Zoning Administrator. Driveways may qualify in meeting this requirement; (3) No equipment, mechanical

OTHER PLANNING ACTIVITIES

HOME OCCUPATION PERMITS

or electronic, is used except equipment which is incidental to the occupation, and which does not or will not create objectionable noise, odors, or electronic impulses, or otherwise create a nuisance discernible beyond the property lines of the premises; (4) There is no activity, construction, or display which would indicate from the exterior of the building or dwelling unit that the building or dwelling unit is being used for any purpose other than residential, except as provided in point 5, below; (5) There are no other signs other than a name plate, not more than one square foot in area, only permitted as a wall-mounted sign and not internally illuminated; (6) Storage of materials and use of equipment in an accessory building is limited to two hundred square feet; (7) No storage outside the dwelling unit is permitted, except in accordance with point 6 above; (8) The occupation does not or will not constitute a violation of any nuisance code; (9) No more than two customers or clients may be on the premises at any one time; (10) There is no exterior storage of vehicles other than those owned by members of the immediate family residing on the premises; and (11) No more than two commercial or business vehicles used in conjunction with the home occupation may be parked on the premises or on an adjacent street.

In 2015, Planning staff issued two Type A home occupation permits. One was for a contractor office at 1102 West Eads Street and the second permit was for a lawn mowing and landscaping business at 2509 South Anderson Street.

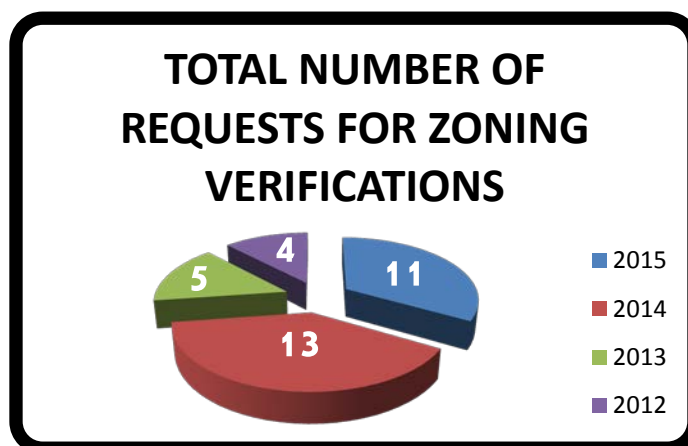
TEMPORARY SIGN PERMITS

Businesses located in the B-3, B-3U, B-4, B-4E, IN-1 and IN-2 Zoning Districts are allowed to display one sign for each business frontage with an approved permit. When Temporary Sign Permit applications are submitted, they are reviewed by the Planning Division staff. If all requirements are met, then a permit is issued for a request. In 2015, 17 temporary signs permits were issued including six for Grand Openings of new businesses.

OTHER PLANNING ACTIVITIES

ZONING VERIFICATION REQUESTS

The Planning Division frequently receives inquiries to verify zoning on properties. Most often, this would simply be a phone conversation asking about the zoning of a property. Other times, it involves researching a property for not just the zoning designation of that property, but also to find if the existing use is conforming, has any code violations, required any variances, conditional use permits or special use permits, and meets zoning requirements for parking, setbacks, etc. The companies requesting zoning verification letters generally also ask for copies of development agreements, site plans, and Certificates of Occupancy to be attached. In 2015, Planning Division staff researched and provided findings for eleven properties.



PLANS AND REPORTS

- **Hazard Mitigation Plan Amendment to the Comprehensive Plan**

Planning staff served on the multijurisdictional Planning Team to amend the original 2009 Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan (HMP). The amendment is a five-year update to the HMP, and it includes 23 prioritized hazard mitigation actions specific to the City of Urbana. These actions have been updated to reflect the City's progress. On September 10, 2015, the Planning staff presented the HMP Amendment to the Plan Commission, after which they voted to forward a recommendation to City Council for approval. City Council upheld the Plan Commission's recommendation and adopted the HMP Update on September 21, 2015, under Ordinance No. 2015-09-100.

OTHER PLANNING ACTIVITIES

PLANS AND REPORTS

- **Downtown Design Guidelines**

The Downtown Plan 2012 recommended the City create and adopt design standards for future developments within a specified area of Downtown Urbana. Work has started on creating the Downtown Design Guidelines. Planning staff hired an intern to focus on creating computer renderings that illustrate urban design and building form concepts for use in a future Downtown Design Overlay District. It is the intent of the City that these guidelines will become part of the City's Downtown Plan and will support preservation of the downtown's historic character by ensuring that new development respects and enhances the City core. Planning staff continues to make progress on these into 2016.

- **Subdivision Code & Manual of Practice**

The Subdivision and Land Development Code was adopted to protect, provide and promote the public health, safety and general welfare of the City; to guide the future growth and development of the City, in accordance with the official Comprehensive Plan, as amended; to provide adequate light, air and privacy, to secure safety from fire, flood, and other danger, and to prevent overcrowding of the land and undue congestion of population; to protect the character and social and economic stability of all parts of the City and to encourage the orderly and beneficial development of all parts of the community; to protect and conserve the value of land throughout the City and the value of buildings and improvements upon the land, and to minimize the conflicts among the uses of land and buildings; to provide safe circulation of traffic throughout the city; to establish reasonable standards of design and procedures for development; to ensure that public facilities are available and will have a sufficient capacity to serve the departments and other areas; to prevent the pollution of air, streams and ponds; to assure the adequacy of drainage facilities; to safeguard groundwater resources and to encourage the wise use and management of natural resources throughout the City; to preserve the natural beauty and topography of the City and to ensure appropriate development; to promote flexibility in design and permit planned diversification in the location of structures in planned unit developments and mobile home parks; to provide a reasonable hierarchy of street classifications and street design standards to meet the transportation needs of the City; to facilitate the coordination and review of plans for separate proposed developments; AND to ensure that land is developed in ways which conserve natural resources and ensure the long-term sustainability of the community.

The Subdivision and Land Development Code was originally adopted November 21, 1989 under Ordinance No. 8889-33 and the most recent amendment was approved on October 19, 1998 under Ordinance No. 9899-37. City staff has held many inter-departmental meetings to update this Ordinance and intend to present a draft amendment in 2016.

OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

- **Campus Circle – 1008, 1010 and 1012 West University Avenue and 508 North Goodwin Avenue**

A special use permit was approved by City Council on May 19, 2014 to allow a five-story apartment building with commercial on the ground floor and an attached five-level parking garage in the B-3, General Business Zoning District. Construction began in June of 2014 and continued into 2016.



Proposed Rendering



Photo of Actual Building along University Avenue



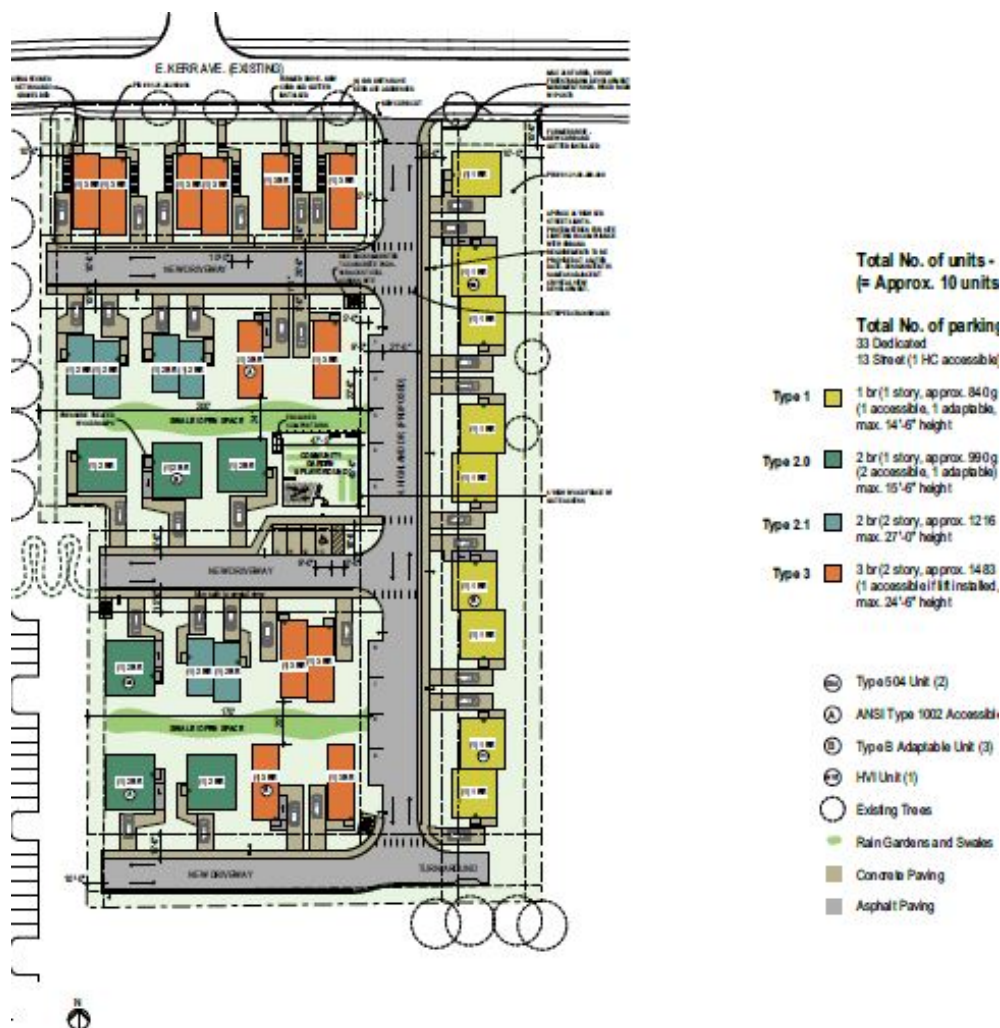
Photo of Attached Garage along Goodwin Avenue

OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

- **Highland Green – 401 and 403 East Kerr Avenue**

401 and 403 East Kerr Avenue were rezoned from B-3, General Business, to R-4, Medium Density Multiple Family Residential on June 15, 2015, by the Urbana City Council. The developers, Brinshore Development and the Homestead Corporation of Champaign-Urbana, are currently creating plans to develop a 33-unit new construction family rental development. Construction will begin in 2016.



OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

- **Clark Lindsey Expansion – 101 West Windsor Road**

Clark-Lindsey Village, Inc. is a continuing care retirement community with independent living units, licensed sheltered care units and licensed skilled care nursing facility on one campus under single ownership and management. A Preliminary and Final Residential Planned Unit Development (PUD) was approved on June 15, 2015, to allow construction of three one-story residential buildings, each with 12 assisted living units; an addition to the existing main building (including the installation of an indoor pool); an addition to the existing building to increase the size of the Laing Dining Room; and an addition to the existing building to increase available office space.



OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

- **Springfield Avenue Apartments – 402, 408 and 412 West Springfield Avenue**

Three Boneyard Creekway permits were issued for the demolition of existing structures and construction of three multi-family apartment buildings along the Boneyard Creek after being reviewed in a Preliminary Conference meeting with the Boneyard Creekway Commissioner, the City Engineer, and the Zoning Administrator and after being reviewed by the Plan Commission. Demolition of the existing structures has taken place and construction is scheduled to begin in 2016.



Illustration of Proposed Apartment Buildings along Springfield Avenue