



Planning Division Annual Report 2016



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MEET THE PLANNING STAFF

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City of Urbana

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Planning Division

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400 South Vine Street

Urbana Illinois 61801

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.

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 governmental 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

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 issue 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.



2016 Cases

CW-2016-01

Applicant: Matt Cho

401 North Broadway Avenue

Permit to demolish the southeast portion of the existing building and construct a paved parking lot including signage, outdoor seating and other structural and site improvements

Administratively Approved: 05-24-2016

CW-2016-02

Applicant: Robert W. Devine

806 West Green Street

Permit to allow the construction of a 24 foot x 32 foot new storage building

Administratively Approved: 08-01-2016

CW-2016-03

Applicant: City of Urbana

202 North Wood Street

Permit to demolish existing apartment building and accessory building

Administratively Approved: 10-19-2016

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 (Former)	Email: a.englebreetsen@comcast.net	June 2016
Scott Kunkel	Email: kunkel@jsmliving.com	June 2018
Nancy Ouedraogo	Email: esarey@gmail.com	June 2019
Dannie Otto	Email: dlotto6@gmail.com	June 2018
Kim Smith	Email: ksmith@sbarchtx.com	June 2018
Maryalice Wu	Email: wumaryalice@gmail.com	June 2019

2016 Cases

2016-LBDRB-01

Applicant: Andrew Fell

809 West Nevada Street AND 802, 804 and 806 South Lincoln Avenue

Application to replace existing rental properties with one five-story apartment building

Case Withdrawn by Applicant

2016-LBDRB-02

Applicant: AJHPWH, LLC

902 South Lincoln Avenue

Application to replace existing roof

Administratively Approved: 01-03-2017

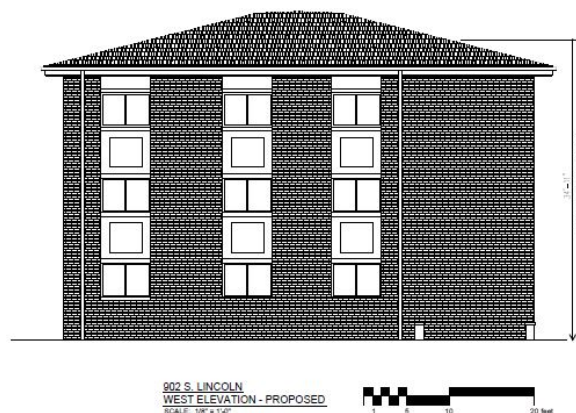
2016-LBDRB-03

Applicant: Arlynn Gottlieb

1007 South Busey Avenue

Application to replace front stair and stoop

Administratively Approved: 09-12-2016



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 2019
Scott Dossett	Email: dossett.scott@gmail.com	June 2018
Matt Metcalf	Email: matttpl@live.com	June 2019
Gina Pagliuso	Email: eastcoastgrl@aol.com	June 2019
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

2016 Cases

HP-2016-COA-01

Applicant: Joe and Phyllis Williams

810 West Main Street

Application to replace deteriorated concrete stoop and rail on the west side of the house

Administratively Approved: 04-29-2016

HP-2016-L-01

Applicant: Brian Adams and Alice Novak

Hieronymus House

702 West Pennsylvania Avenue

Application for Landmark Nomination

Historic Preservation Commission Approved: 05-04-2016

Document No. 2016R24686 – Recorded on 12-14-2016



HP-2016-COA-02

Applicant: Joanne Chester

Hieronymus House

702 West Pennsylvania Avenue

Application to replace window pulley with Pullman sash balance and to repair or replace wood exterior window trim

Case Status: Pending as of 12-31-2016

BOARDS AND COMMISSIONS

HISTORIC PRESERVATION COMMISSION

HP-2016-L-02

Circa 1940-1950

Applicant: Alice Novak
Frank and Fanny DeWolf House
601 West Delaware Avenue
Application for Landmark Nomination
Historic Preservation Commission Approved: 05-04-2016
Document No. 2016R24685 – Recorded on 12-14-2016



2016



HP-2016-L-03

Applicant: Meghan McDonald
Trelease Home
804 South Lincoln Avenue
Application for Landmark Nomination
Historic Preservation Commission Recommended
Approval: 08-03-2016
City Council Denied: 08-15-2016



Other Topics of Interest

May 2016 – Preservation Month Activities

“Historic Recognition” Landmark Status Presentation by Dennis Roberts

Historic Resources Web Map Update - <http://historic-urbana-webmap.netlify.com/>

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 an 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 2018
Scott Kunkel	Email: kunkel@jsmliving.com	June 2018
Dannie Otto	Email: dlotto6@gmail.com	June 2017
Kim Smith	Email: ksmith@sbarchtx.com	June 2018
Jonah Weisskopf	Post Office Box 503, Urbana, IL 61803	June 2019

2016 Cases

DRB-2016-01

Applicant: Andrew Fell, on behalf of Sohail Chaudry
708 & 710 West Green Street
Site Plan and Design Review for Proposed Apartment Building
MOR DRB Approved: 06-30-2016



DRB-2016-02

Applicant: Anthony Donato
702 West Green Street
Application to replace existing staircase
Case Status: Pending as of 12-31-2016



BOARDS AND COMMISSIONS

PLAN COMMISSION

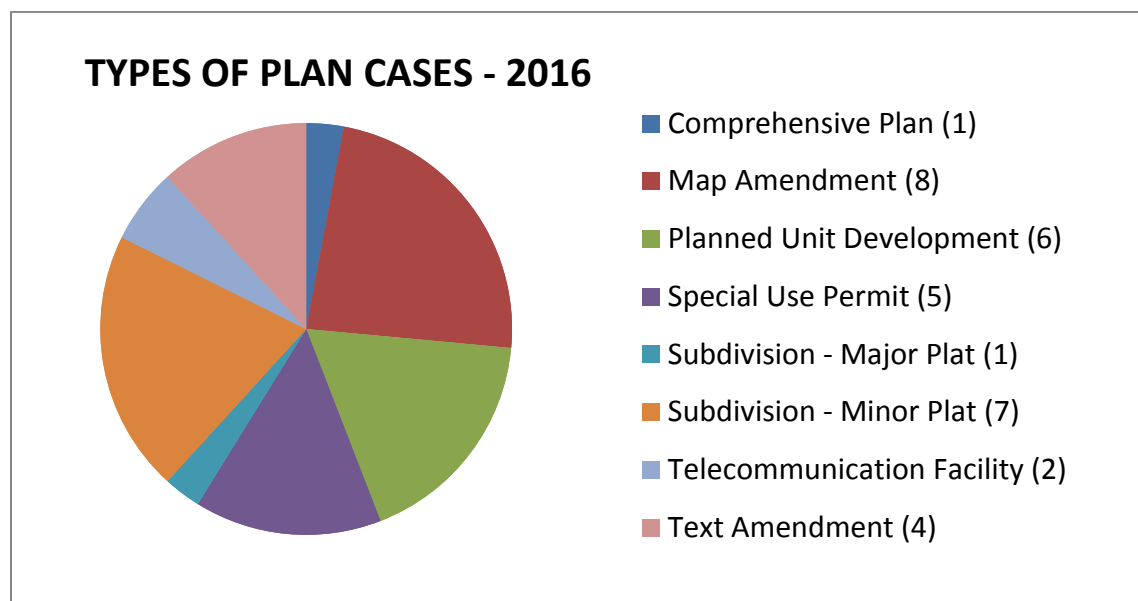
The Urbana Plan Commission prepares and recommends to the City Council a comprehensive plan of public improvement for future development of the City, prepares and recommends plans for specific improvements, considers all amendments to the Urbana Zoning Ordinance, considers proposed special use requests, 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: tfitch71v@gmail.com	June 2018
Barry Ackerson, Ph.D.	Email: bjackerson@hotmail.com	June 2018
Maria Byndom (Former)	Email: mabyndom@gmail.com	June 2016
Andrew Fell	Email: andrewfell@comcast.com	June 2018
Lew Hopkins	Email: ldhopkins@sbcglobal.net	June 2019
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



2016 Plan Cases

2272-CP-16

Applicant: Zoning Administrator

Adoption of the Bicycle Master Plan Update as part of the 2005 Comprehensive Plan

Plan Commission Recommended for Approval: 12-08-2016

City Council Approved: 12-19-2016

Ordinance No. 2016-12-123

2268-M-16

Applicant: Zoning Administrator

305 and 307 East Elm Street, 205 South Urbana Avenue AND 306 and 308 East Green Street
Elm/Urbana/Green Street Block Rezoning – Rezone from R-6 and R-5 to B-4

Plan Commission Recommended for Approval: 02-18-2016

City Council Approved: 03-07-2016

Ordinance No. 2016-03-016

BOARDS AND COMMISSIONS

PLAN COMMISSION

2271-M-16

Applicant: Zoning Administrator

1107 East Florida Avenue

501 East Windsor Road

909, 911, 913 and 915 North Lincoln Avenue

610 South Glover Avenue

1603 East Washington Street

1210 East University Avenue

1407 North Lincoln Avenue

1101 East University Avenue

2018 South Cottage Grove Avenue

Rezone from CRE and R-2 to R-5

Rezone from R-1 to CRE

Rezone from R-2 to CRE

Rezone from R-4 to IN-1

Rezone from B-3 to R-5

Rezone from CRE to AG

Rezone from R-2 to B-3

Rezone from B-3 to IN-1

Rezone from R-5 to R-3

City Omnibus Rezoning of many parcels to be consistent with the Future Land Use Maps or to reflect their current use

Plan Commission Recommended for Approval: 02-04-2016

City Council Approved: 02-15-2016

Ordinance No. 2016-02-010

2273-M-16

Applicant: Zoning Administrator

Annual Review of the Official Zoning Map

Plan Commission Recommended for Approval: 02-18-2016

City Council Approved: 03-07-2016

Ordinance No. 2016-03-015

2278-M-16

Applicant: Lacey's Place LLC Series Urbana

805 North Lincoln Avenue

Rezone from B-1 to B-3

Plan Commission Recommended for Denial: 05-05-2016

City Council Denied: 05-16-2016

2286-M-16

Applicant: Darrel Foste

405, 407, 409, 415 and 417 West Main Street

Rezone from R-2 to R-5

Case Withdrawn by Applicant

2287-M-16

Applicant: Chris Hartman

413 West Main Street

Rezone from R-2 to R-5

Case Withdrawn by Applicant

BOARDS AND COMMISSIONS

PLAN COMMISSION

2289-M-16

Applicant: Alex Ruggieri on behalf of Tekton Group, LLC Series Corner North
406 North Lincoln Avenue AND 802, 804, 806, 808, 810, 812, 814 and 816 West Clark Street
Rezone from B-3, B-2 and R-4 to B-3U
Case Withdrawn by Applicant

2297-M-16

Applicant: Urbana & Champaign Sanitary District
2912 East Main Street
Rezone from County R-4 to City IN-1 upon annexation
Case Status: Pending as of 12-31-2016

2276-PUD-16 and 2277-PUD_16

Applicant: Andrew Fell
809 West Nevada Street AND 802, 804 and 806 South Lincoln Avenue
Preliminary and Final Planned Unit Development
Case Withdrawn by Applicant

2282-PUD-16 and 2283-PUD-16

Applicant: Highland Green, LLC
401 and 403 East Kerr Avenue
Preliminary and Final Planned Unit Development
Case Withdrawn by Applicant

2300-PUD-16 and 2301-PUD-16

Applicant: Chris Saunders
802, 804 and 806 South Lincoln Avenue AND 809 West Nevada Street
Preliminary and Final Planned Unit Development
Case Status: Pending as of 12-31-2016

2274-S-16

Applicant: Charles Wendling
1901 North High Cross Road
Lot 1 of Emergo First Subdivision (Minor Plat)
Administratively Approved: 03-23-2016
Document No. 2016R04797 – Recorded 03-24-2016

BOARDS AND COMMISSIONS

PLAN COMMISSION

2275-S-16

Applicant: Edward and Elizabeth Olson AND Joachim and Patricia Floess
214 East Sherwin Drive AND 305 East Sherwin Circle
Replat of Lots 29, 30 and 31 of Yankee Ridge Second Subdivision (Minor Plat)
Administratively Approved: 05-11-2016
Document No. 2016R08128 – Recorded on 05-11-2016

2281-S-16

Applicant: Paul Tatman
802 and 896 Perkins Road
Replat of Lot 102 and Lot 3 of Tatman's Perkin's School Subdivision (Minor Plat)
Administratively Approved: 06-22-2016
Document No. 2016R11324 – Recorded on 06-23-2016

2290-S-16

Applicants: Arthur and Lois Wood
1305 East Ford Harris Road
Arthur P. Wood Subdivision (Minor Plat)
Administratively Approved: 10-10-2016
Document No. 2016R19869 – Recorded on 10-11-2016

2291-S-16

Applicant: Deborah Insana
3001, 3007 and 3008 Brickhouses Road
Brickhouses Road Subdivision – Replat of Lots 12, 7 and 6 (Minor Plat)
Administratively Approved: 12-01-2016
Document No. 2016R24683 – 12-14-2016

2292-S-16

Applicant: Ivan Richardson
3002 East Rutherford Drive
Replat of Lot 452 of Beringer Commons Subdivision No. 4 (Final Plat)
City Council Approved: 12-05-2016
Ordinance No. 2016-11-112
Document No. 2016R24670 – Recorded on 12-14-2016

2298-S-16

Applicants: Fred and Nancy A. Delcomyn
3201 South High Cross Road
1 Lot "Minor" Subdivision for Delcomyn First Subdivision (Minor Plat)
Case Status: Pending as of 12-31-2016

BOARDS AND COMMISSIONS

PLAN COMMISSION

2299-S-16

Applicant: Steven E. Lehman
1610 Lexington Drive
Replat of Lot 540 of South Ridge V Subdivision (Minor Plat)
Case Status: Pending as of 12-31-2016

2279-SU-16

Applicant: Jack Voltz, Insite RE, Inc. as an agent for PI Tower Development, LLC
2000 North Cunningham Avenue
Allow a 90-foot monopole tower in the B-3 Zoning District
Plan Commission Recommended for Approval: 06-09-2016
City Council Approved: 06-20-2016
Ordinance No. 2016-06-048

2293-SU-16

Applicant: Michelle Rowland for Mobilitie Services, Inc.
ROW in front of 704 West University Avenue
Allow cell tower
Case Status: Pending as of 12-31-2016

2294-SU-16

Applicant: Michelle Rowland for Mobilitie Services, Inc.
ROW in front of Illinois Street Residence Hall parking lot at northwest corner of Lincoln Avenue and Illinois Street
Allow cell tower
Case Status: Pending as of 12-31-2016

2295-SU-16

Applicant: Michelle Rowland for Mobilitie Services, Inc.
ROW in front of 1203 West Green Street along South Mathews Avenue
Allow cell tower
Case Status: Pending as of 12-31-2016

2296-SU-16

Applicant: Michelle Rowland for Mobilitie Services, Inc.
ROW in front of 1207 West Nevada Street – southeast corner of West Nevada Street and South Mathews Avenue
Allow cell tower
Case Status: Pending as of 12-31-2016

BOARDS AND COMMISSIONS

PLAN COMMISSION

2269-T-16

Applicant: Zoning Administrator

Amend the Zoning Ordinance to establish a definition and regulations for “transitional housing”

Plan Commission Recommended for Approval: 01-21-2016

City Council Approved: 02-01-2016

Ordinance No. 2016-02-008

2270-T-16

Applicant: Zoning Administrator

Amend the Zoning Ordinance to change definitions, use provisions and regulations of Home Occupation

Plan Commission Recommended Approval: 01-21-2016

City Council Approved: 02-01-2016

Ordinance No. 2016-02-009

2285-T-16

Applicant: Zoning Administrator

Amend the Zoning Ordinance to establish the Southeast Urbana Overlay District

Case Status: Pending as of 12-31-2016

2284-TCF-16

Applicant: Jack Voltz for Insite RE, Inc.

2000 North Cunningham Avenue

Permit to install a 90 foot telecommunications monopole with antennas

Plan Commission Recommended Approval: 06-09-2016

City Council Approved: 06-20-2016

Ordinance No. 2016-06-048

2288-TCF-16

Applicant: Joanna Zaimes

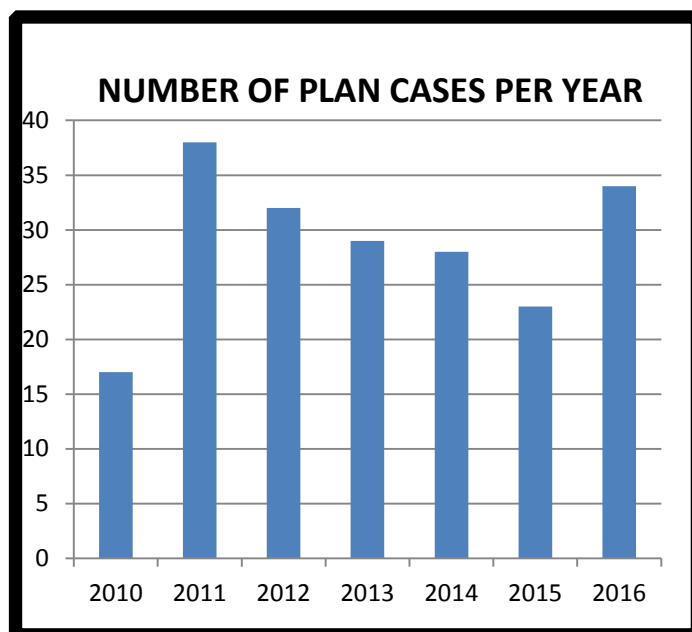
604 South Glover Avenue

Allow antennas on an existing telecommunications tower

Administratively Approved: 08-25-2016

BOARDS AND COMMISSIONS

PLAN COMMISSION



CCZBA-819-AT-15

Applicant: Champaign County Zoning Administrator

Amend the Champaign County Zoning Ordinance to allow “parking garage or lot” as a Special Use in the CR District subject to certain Special Use conditions

Plan Commission Recommended to Defeat a Resolution of Protest: 02-04-2016

City Council Defeated a Resolution of Protest: 02-15-2016

Resolution No. 2016-02-006R

CCZBA-858-AM-16

Applicant: Abigail Frank, Amber Barnhart, Trent Barnhart and Donald Barnhart
1433 East Old Church Road

Amend the County Zoning Map to rezone from County AG-1 to County AG-2

Case Status: Pending as of 12-31-2016

[Other Topics of Interest](#)

Concerns about the future use of 1204 South Lincoln Avenue, “Kappa Delta House”

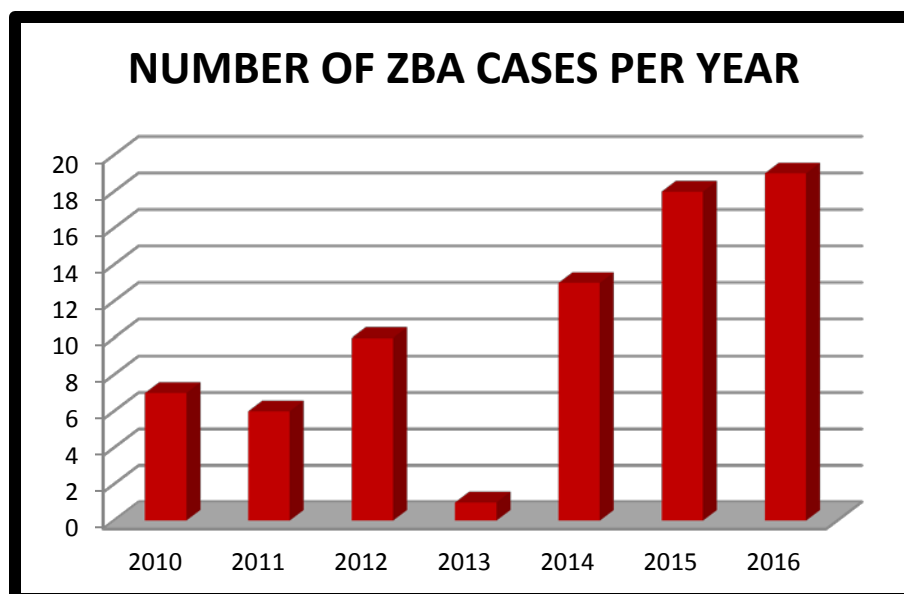
BOARDS AND COMMISSIONS

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 Zoning Board of Appeals, 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 2019
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 2021
Jonah Weisskopf	Post Office Box 503, Urbana, Illinois 61803	June 2020



BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2016-C-01

Applicant: Bervelyn Acheampong
1101 Colorado Avenue
Allow daycare use in the R-5 Zoning District
Zoning Board of Appeals Approved: 08-17-2016
Recorded Document No. 2017R00023 – Recorded on 01-03-2017

ZBA-2016-C-02

Applicant: Rodney Howard
706 East Main Street
Allow a variety store as a home occupation use in the B-2 Zoning District
Zoning Board of Appeals Approved: 11-16-2016
Document No. – Recording Pending

ZBA-2016-C-03

Applicant: Sharon Walker-Watkins
1607 Golfview Drive
Allow an owner-occupied bed and breakfast in the R-1 Zoning District
Zoning Board of Appeals Denied: 12-21-2016

ZBA-2016-C-04

Applicant: U-Haul Company of Illinois
2010 South Philo Road
Allow a self-storage facility in the B-3 Zoning District
Zoning Board of Appeals Approved: 12-21-2016
Document No. 2017R00026 – Recorded on 01-03-2017

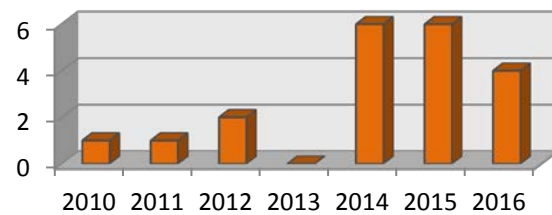
ZBA-2016-MAJ-01

Applicant: Geoffrey Merritt
303 West Griggs Street
Allow installation of a small canopy over the main front entrance
Zoning Board of Appeals Recommended Approval: 03-16-2016
City Council Approved: 03-21-2016
Ordinance No. 2016-03-021

ZBA-2016-MAJ-02

Applicant: Andrew Fell
708 West Green Street
Allow a reduction in the required side yard setback from 7 feet to 5 feet
Case Withdrawn by Applicant

Conditional Use Permits



BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2016-MAJ-03

Applicant: Andrew Fell
708 West Green Street

Allow a reduction in the required front yard setback from 25 feet to 15 feet

Zoning Board of Appeals Approved: 04-20-2016 as minor variance because applicant reduced the request to 20 feet

Document No. 2016R23513 – Recorded on 11-30-2016

ZBA-2016-MAJ-04

Applicant: Andrew Fell
710 West Green Street

Allow a reduction in the required front yard setback from 25 feet to 15 feet; Revised to 20 feet

Zoning Board of Appeals Approved: 04-20-2016 as minor variance

Document No. 2016R23514 – Recorded on 11-30-2016

ZBA-2016-MAJ-05

Applicant: Robert DeAtley
1106 West University Avenue

Allow an increase in the maximum height for a freestanding monument sign from 8 feet to 13 feet

Zoning Board of Appeals Recommended

Approval: 04-20-2016

City Council Approved: 05-02-2016

Ordinance No. 2016-05-03

ZBA-2016-MAJ-06

Applicant: Andrew Fell
708 West Green Street

Allow a reduction in the required side yard setback from 10 feet to 7 feet

Zoning Board of Appeals Recommended Approval: 07-20-2016

City Council Approved: 08-01-2016

Ordinance No. 2016-08-063

ZBA-2016-MAJ-07

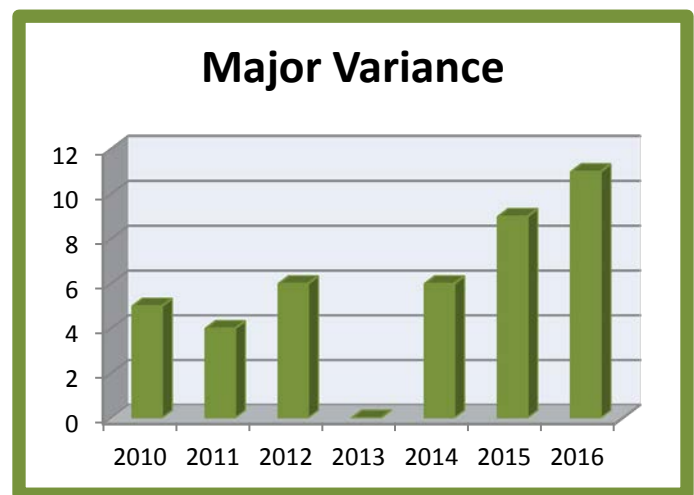
Applicant: Andrew Fell
710 West Green Street

Allow a reduction in the required side yard setback from 10 feet to 7 feet

Zoning Board of Appeals Recommended Approval: 07-20-2016

City Council Approved: 08-01-2016

Ordinance No. 2016-08-064



BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2016-MAJ-08

Applicant: Robert Devine

804 West Green Street

Allow a reduction in the required Open Space Ratio (OSR) from 0.3 to 0.25

Case Withdrawn by Applicant

ZBA-2016-MAJ-09

Applicant: Glenn R. Rahn

1901 South Philo Road

Allow condensing units to be located in the side yard setback

Zoning Board of Appeals Recommended Approval: 08-17-2016

City Council Approved: 09-06-2016

Ordinance No. 2016-09-079

ZBA-2016-MAJ-10

Applicant: Paul and Jennifer Hixson

209 West Indiana Avenue

Allow the pergola to encroach into the side yard setback

Zoning Board of Appeals Recommended Approval: 09-21-2016

City Council Approved: 10-03-2016

Ordinance No. 2016-10-095

ZBA-2016-MAJ-11

Applicant: Ivan Richardson

3002 East Rutherford Drive

Allow increase in the maximum width of driveways

Zoning Board of Appeals Recommended Approval: 11-16-2016

City Council Approved: 11-21-2016

Ordinance No. 2016-11-109

ZBA-2016-MIN-01

Applicant: Brendan Harley and Katherine Clancy

1009 South Douglas Avenue

Allow the construction of a garage extension that encroaches no more than one foot, three inches into the required five-foot side yard

Zoning Board of Appeals Approved: 06-15-2016

Document No. 2017R00027 - Recorded on 01-03-2017

BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

ZBA-2016-MIN-02

Applicant: Robert Devine

804 West Green Street

Allow an increase in the maximum allowed Floor

Area Ratio (FAR) from 0.9 to 0.93

Zoning Board of Appeals Approved: 07-20-2016

Document No. 2016R23515 - Recorded on 11-30-2016

ZBA-2016-MIN-03

Applicant: Bervelyn Acheampong

1101 Colorado Avenue

Allow a reduction in the number of parking spaces

required for a day care facility from 17 spaces to 13 spaces

Zoning Board of Appeals Approved: 10-19-2016

Document No. 2017R00024 – Recorded on 01-03-2017

ZBA-2016-MIN-04

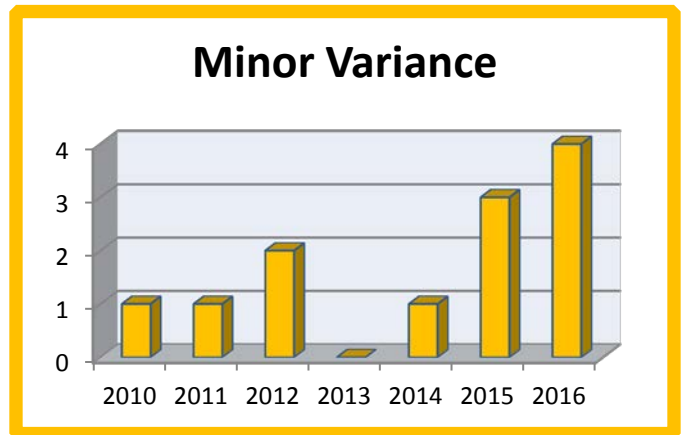
Applicants: Mark Allen and Carl Muench

202 West University Avenue

Allow the construction of a freestanding monument sign to encroach 2 feet into the required 8-foot setback

Zoning Board of Appeals Approved: 10-19-2016

Document No. 2017R00025 – Recorded on 01-03-2017



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 begun on the creation of 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 ensure that new development respects and enhances the City core. Planning staff expect to complete these guidelines in 2017.



OTHER PLANNING ACTIVITIES

PLANS AND REPORTS

- **Subdivision Code & Manual of Practice**

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 completed a comprehensive draft update of the Subdivision Ordinance and prepared a Manual of Practice. The revised documents will be presented for public review and comments in 2017.

The Subdivision and Land Development Code was originally adopted in 1989 with the following purposes:

- ✚ 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 provided 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 an 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;
- ✚ To ensure that land is developed in ways which conserve natural resources and ensure the long-term sustainability of the community.

OTHER PLANNING ACTIVITIES

PLANS AND REPORTS

- **2016 Urbana Bicycle Master Plan Update**

The 2016 Urbana Bicycle Master Plan (UBMP) replaces the 2008 UBMP, which was incorporated into the 2005 Comprehensive Plan in April 2008. The updated UBMP was prepared by the Champaign County Regional Planning Commission (RPC). The planning process was guided by a Steering Committee as well as by City staff. In addition, the RPC held four public workshops at locations throughout Urbana plus one community-wide workshop to maximize the opportunities for citizens to contribute to the plan.

After the draft of the plan update was extensively reviewed by the Bicycle and Pedestrian Advisory Commission, the Traffic Commission, the Sustainability Advisory Commission and the Urbana Plan Commission, a recommendation for approval was forwarded to City Council. On December 19, 2016, the City Council approved the adoption of the 2016 Urbana Bicycle Master Plan as an amendment to the 2005 Comprehensive Plan under Ordinance No. 2016-12-123.

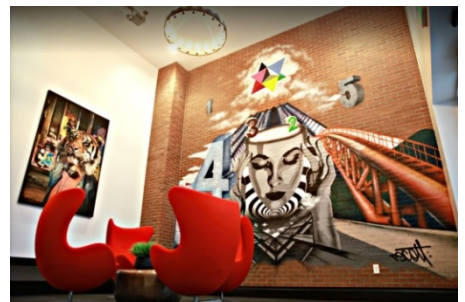
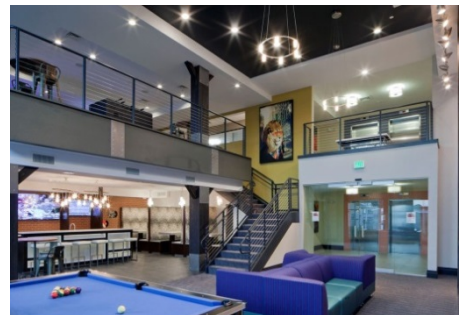
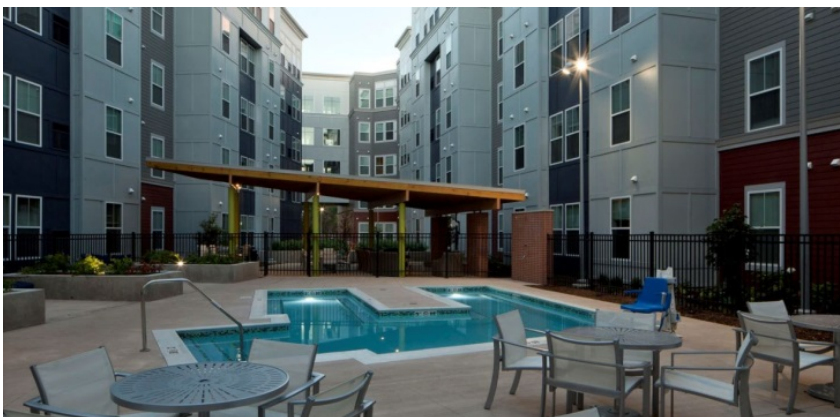


OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

- **Campus Circle Update – 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 was completed in early 2016. A ribbon cutting was held on February 5, 2016, and units in the building have been leased to tenants.



OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

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

The City has long had a plan to redevelop the properties at 401 and 403 East Kerr Avenue with affordable housing. A vision for the area was developed as part of a planning charrette and report by Farr Associates and a development team was subsequently selected through a Request for Proposals process. The selected development team included Brinshore Development, the Homestead Corporation, and the Housing Authority of Champaign County. This development team had successfully developed the adjacent Crystal View Townhomes project. The project obtained necessary grant and tax credit funding and on June 15, 2015 the property was rezoned from B-3, General Business, to R-4, Medium Density Multiple Family Residential. Construction is now underway on a 33-unit rental townhome development, including nine units that have been set aside for veterans requiring supportive housing.



OTHER PLANNING ACTIVITIES

MAJOR DEVELOPMENT/REDEVELOPMENT PROJECTS

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

Clark-Lindsey Village, Inc. is a continuing care retirement community with independent living units, licensed sheltered care (assisted living) units and a licensed skilled care nursing facility on one campus under single ownership and management. Clark-Lindsey Village was developed as a Planned Unit Development with preliminary approval for the entire site in 1973 and final approval for a first phase in 1976, which allowed the construction of the main building. Clark-Lindsey Village, Inc. received approval of a preliminary and final Planned Unit Development for a second phase in 2013, which allowed for the construction of 16 attached townhouse units. Again in 2015, Clark-Lindsey Village received approval of a preliminary and final Residential Planned Unit Development to allow construction of three one-story green house residential buildings, each with 12 assisted living units; an addition to the existing main building, which would include 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.

In 2015, Clark-Lindsey had approximately 250 residents in 132 independent living units (apartments), 19 licensed sheltered care (assisted living) beds and 83 licensed skilled care (nursing) beds. Onsite amenities for residents include a restaurant-style dining room, recreation areas, an exercise room, a small grocery store, a beauty shop, a library and a crafts room. Additional Clark-Lindsey Village services for residents include transportation to supermarkets and other destinations, as well as onsite banking services.

The Wellness Center has state-of-the-art equipment that uses air pressure resistance and touch screens. The Center offers the following classes: Chairobics, Yoga, Tai Chi, Morning Stretch, Strength Training, Dancing at the Barre, Better Balance, and Circuit Training. Activities in the new pool in the Wellness Center include aqua aerobics, aqua jogging, flutter kicking, arm curls, leg lifts, standing water push-ups, pool yoga, pool Tai Chi, Poolates and Water Meditation.



**Photos of Greenhouses
constructed in 2016.**



OTHER PLANNING ACTIVITIES

The Planning Division staff performs other tasks related to Planning in addition to serving the boards and commissions discussed on previous pages. Staff creates maps for other divisions of the City, processes Home Occupation Permit and Temporary Sign Permit applications, provides Zoning Verification letters and enforces 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 activities.

HOME OCCUPATION PERMITS

In February 2016, City Council approved changes to the Zoning Ordinance to modernize the City's home occupation regulations. The changes allow a broader range of home-based businesses to foster entrepreneurship and support the new maker movement. Home Occupations are categorized by type based on the intensity of use. There are three types of permits.

TYPE A 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 Home Occupations do not require a Certificate of Occupancy or Conditional Use Permit.

TYPE B A home-based occupation that exceeds the limitations of a Type A Home Occupation and involves a minor amount of traffic from individuals not residing in the household. Such activity may involve scheduled visits with outside clients or customers and employ up to two individuals not residing in the household. Type B Home Occupations may include, but are not limited to, music lessons, professional consultations, and personal services such as clothing alterations or shoe repair. Type B Home Occupations shall require approval by the Zoning Administrator and the issuance of a Certificate of Occupancy.

TYPE C A home-based occupation that may have an impact on the property beyond that associated with Home Occupation Types A and B, such as exceeding the number of employees or daily visitors, shall be required to obtain a Conditional Use Permit. Type C Home Occupations may include, but are not limited to, light assembly and packaging for internet sales, on-site sales of limited goods and services, greenhouses and plant sales, bicycle repair and sales, minor home auto repairs, group-based classes or instruction, or other occupations involving a higher volume of customers or clients than permitted under Type A or B.

Planning staff processes applications received for home occupation uses, and below are the home occupation permits that were issued in 2016:

04-27-2016	RTE Enterprises	907 South Maple Street	Online Sales	Type A
07-11-2016	Sam's Cello Studio	1202 South Cottage Grove	Private Cello Lessons	Type B
11-16-2016	Rodney Howard	706 East Main Street	Variety Store	Type C

OTHER PLANNING ACTIVITIES

TEMPORARY SIGN PERMITS



Temporary signs are allowed by permit as provided in Section IX of the Urbana Zoning Ordinance in the B-3, B-3U, B-4, B-4E, IN-1 and IN-2 Districts. Temporary signs for non-residential uses in residential districts (as allowed in Table V-1) shall also be allowed by permit as provided in Section IX of the Urbana Zoning Ordinance.

GRAND OPENING SIGNS. Each business (or other entity) is allowed to display one grand opening sign for each business frontage, in the form of a banner securely fastened at both ends to a building or other structure, for a period not to exceed 30 consecutive days. The display must occur within the first six months after either the opening of the business at the site, or after there has been a change in ownership of the business.

Within the first 30 days of the operation of a new on-site business, in addition to the banner signs as permitted, a business having at least 50 feet of frontage may display additional grand opening signage in the form of inflatable signs and balloons for a period of no more than 10 days.

BANNERS. In addition to any permitted grand opening signs, each business is allowed up to four one-week banner displays per business frontage per calendar year. Banner displays shall not exceed four weeks per calendar year for one banner or one week for four banners.

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 2016, 16 temporary signs permits were issued, including five 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 is simply 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 determine 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 2016, the Planning Division staff researched and provided written findings for four properties.

