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MEET THE PLANNING STAFF

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City Planner/Community Development Director
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Planning Manager
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Planner II (Former)

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Planner I
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Teri Andel
Administrative Assistant II
Email: tmandel@urbanaillinois.us

Planning Division Contact Information:
City of Urbana Phone: (217) 384-2440
Planning Division FAX: (217) 384-2367
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
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 Englebretnsen (Former)  Email: a.englebretnsen@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
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: mattropl@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
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

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

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
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  Rezone from CRE and R-2 to R-5
501 East Windsor Road  Rezone from R-1 to CRE
909, 911, 913 and 915 North Lincoln Avenue  Rezone from R-2 to CRE
610 South Glover Avenue  Rezone from R-4 to IN-1
1603 East Washington Street  Rezone from B-3 to R-5
1210 East University Avenue  Rezone from CRE to AG
1407 North Lincoln Avenue  Rezone from R-2 to B-3
1101 East University Avenue  Rezone from B-3 to IN-1
2018 South Cottage Grove Avenue  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

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

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

NUMBER OF PLAN CASES PER YEAR

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

NUMBER OF ZBA CASES PER YEAR

![Bar chart showing the number of ZBA cases per year from 2010 to 2016.](chart.png)
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
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

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
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.
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 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;
- 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Business Name</th>
<th>Address</th>
<th>Activity</th>
<th>Permit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>04-27-2016</td>
<td>RTE Enterprises</td>
<td>907 South Maple St</td>
<td>Online Sales</td>
<td>Type A</td>
</tr>
<tr>
<td>07-11-2016</td>
<td>Sam’s Cello Studio</td>
<td>1202 South Cottage Grove</td>
<td>Private Cello Lessons</td>
<td>Type B</td>
</tr>
<tr>
<td>11-16-2016</td>
<td>Rodney Howard</td>
<td>706 East Main St</td>
<td>Variety Store</td>
<td>Type C</td>
</tr>
</tbody>
</table>
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.