

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

DATE: November 19, 2003
TIME: 7:30 p.m.
PLACE: Urbana City Building
400 S. Vine Street
Urbana, IL 61801

APPROVED

MEMBERS PRESENT: Paul Armstrong, Herb Corten, Anna Merritt, Joe Schoonover, Harvey Welch
MEMBERS ABSENT Darwin Fields, Charles Warmbrunn
STAFF PRESENT: Michaela Bell, Senior Planner; Teri Andel, Secretary
OTHERS PRESENT: B. H. Cho, Martin Fuentes, Tim Macholl

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

The meeting was called to order at 7:32 p.m. The roll call was taken, and a quorum was declared present.

2. CHANGES TO THE AGENDA

There were none.

3. APPROVAL OF MINUTES

With no corrections noted by the Zoning Board of Appeals, Chair Merritt declared the minutes from the October 15, 2003 meeting accepted as presented.

Chair Merritt swore in members of the public audience who were interested in speaking during the public portions of the hearings.

4. WRITTEN COMMUNICATIONS

There were none.

5. CONTINUED PUBLIC HEARINGS

ZBA-03-C-04: A request by Gloria Caetano-Anolles for a Conditional Use Permit to allow an owner-occupied bed-and-breakfast use in her home at 714 West Michigan Avenue, located in the R-2, Single-Family Residential Zoning District.

This case was withdrawn as of November 19, 2003.

6. NEW PUBLIC HEARINGS

ZBA-03-MAJ-09: Request to reduce the side yard setback from 10 feet to zero feet at 1104 North Cunningham Avenue, in Urbana’s B-3, General Business Zoning District.

Michaela Bell, Senior Planner, introduced the case to the Zoning Board of Appeals. She explained that the El Toro Restaurant was requesting the major variance to be able to enclose a 400-square foot outdoor patio seating area. She gave a brief description of the site. She reviewed the Variance Criteria from Section XI-3 of the Urbana Zoning Ordinance as they pertained to this case. Ms. Bell read the options of the Zoning Board of Appeals. Staff recommendation was as follows:

Based on the findings outlined in the written staff report, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommended that the Urbana Zoning Board of Appeals recommend approval of the variance to the Urbana City Council as requested.

Mr. Schoonover questioned if the enclosure would affect the existing sign? Ms. Bell said that it should not affect the existing wall signage. The patio enclosure roof will meet the building under the current overhang.

Mr. Corten moved that the Zoning Board of Appeals recommend approval of this case to the City Council with no additional requirements. Mr. Welch seconded the motion. The roll call was as follows:

Mr. Corten	-	Yes	Ms. Merritt	-	Yes
Mr. Schoonover	-	Yes	Mr. Welch	-	Yes
Mr. Armstrong	-	Yes			

The motion was passed by unanimous vote.

7. OLD BUSINESS

There was none.

8. NEW BUSINESS

There was none.

9. AUDIENCE PARTICIPATION

There was none.

10. STAFF REPORT

Ms. Bell reported on the following:

- ✓ **2004 Schedule of Meetings** – Please mark these dates on your calendar for next year.
- ✓ **The Grace Methodist Church Sign** was approved by the City Council.
- ✓ **Comprehensive Plan Neighborhood Open House Meetings** – Staff completed the Open House Meetings where they showcased the City’s Future Land Use Maps. Approximately 400 people attended the six Open House meetings.
- ✓ **MOR, Mixed-Office Residential Zoning District Text Amendment** – She mentioned that the moratorium would end on Friday, November 21, 2003. City Council made some amendments to the text amendment before passing it. She summarized some of the staff changes to the text amendment. She noted that staff was working on creating a design guide for the Development Review Board to use when considering projects.

11. STUDY SESSION

There was none.

12. ADJOURNMENT OF MEETING

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

**Rob Kowalski, Planning Manager
Urbana Zoning Board of Appeals**