

MEETING MINUTES

URBANA DESIGN REVIEW BOARD

DATE: March 17, 2011

APPROVED

TIME: 7:30 p.m.

PLACE: Urbana City Building – City Council Chambers
400 South Vine Street
Urbana, IL 61801

MEMBERS PRESENT: Alice Englebretsen, Ben Grosser, Sara Metheny, Kim Smith

MEMBERS ABSENT: Kevin Hunsinger, Shirley Stillinger

STAFF PRESENT: Robert Myers, Planning Manager; Teri Andel, Planning Secretary

OTHERS PRESENT: None

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

The meeting was called to order at 7:33 p.m. Roll call was taken and a quorum was declared present.

2. CHANGES TO THE AGENDA

There were none.

3. APPROVAL OF THE MINTUES

The minutes from the April 15, 2010 meeting were presented for approval. Robert Myers, Planning Manger, noted some of the changes requested by the Board that were made to the draft East Urbana Design Guidelines prior to being sent on to the City Council. Ms. Englebretsen then moved to approve the minutes as presented. Ms. Metheny seconded the motion. The minutes were then approved by unanimous voice vote.

4. COMMUNICATIONS

There were none.

5. CONTINUED PUBLIC HEARINGS

There were none.

6. OLD BUSINESS

There was none.

7. NEW PUBLIC HEARINGS

There were none.

8. NEW BUSINESS

Election of Chairperson

Ms. Smith nominated Ben Grosser to serve as Chairperson. Ms. Englebretsen seconded the motion. Roll call was as follows:


Mr. Grosser	-	Yes	Ms. Metheny	-	Yes
Ms. Englebretsen	-	Yes	Ms. Smith	-	Yes

The motion was approved by unanimous vote.

9. AUDIENCE PARTICIPATION

There was none.

10. STAFF REPORT

 Level of Review for the East Urbana Design Review area – The City has received a request to replace a basement window with an egress window in the East Urbana Design Review District. This application falls under administrative review, and the new Chair will be asked to approve the application after tonight’s meeting. The request complies with the East Urbana Design Guidelines.

11. STUDY SESSION

There was none.

12. ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Robert Myers, AICP, Secretary