

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**APPROVED**

**DATE:** September 6, 2001

**TIME:** 7:30 P.M.

**PLACE:** Urbana City Building  
400 South Vine Street  
Urbana, IL 61801

---

**MEMBERS PRESENT:** Alan Douglas, Randy Kangas, Gerrit Knaap,  
Michael Pollock, Joseph Rank, Bernadine Stake,  
Marilyn Upah-Bant

**MEMBERS EXCUSED:** Christopher Alix

**STAFF PRESENT:** Elizabeth Tyler, Planning Manager; Tim Ross,  
Planner

**OTHERS PRESENT:** None

---

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

Chair Pollock called the meeting to order at 7:30 p.m. Roll Call was taken, and a quorum was declared present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

Ms. Stake motioned to approve the minutes from the August 23, 2001 meeting. Mr. Douglas seconded the motion. The minutes were approved by unanimous vote.

**4. COMMUNICATIONS**

There were none.

## 5. CONTINUED PUBLIC HEARINGS

### **Plan Case #1792-T-01; Request by the Zoning Administrator to amend portions of the Zoning Ordinance related to the expansion of the Medical Institutional Campus (MIC) Special District to include a proposed guest house.**

This case was continued to the next meeting on September 20, 2001 by agreement at the meeting held on August 23, 2001.

### **Plan Case #1793-DA-01; Proposed Amendments to the Development Agreement between the City and Carle Foundation related to expansion of the MIC Special District and permitted demolitions outside the MIC.**

This case was continued to the next meeting on September 20, 2001 by agreement at the meeting held on August 23, 2001.

Mr. Knaap inquired as to whether the Plan Commission would be doing a site review on the guest house. Ms. Tyler responded that Carle provided a site plan, and that the guest house was a permitted use in the MIC, so the case would be a rezoning hearing in addition to the amendments to the agreement. Mr. Knaap asked if there would be a chance for the Plan Commission to discuss the site plan? Ms. Tyler replied that the amendment to the development agreement would be an opportunity for the Plan Commission to comment on the layout of the guest house.

### **Plan Case #1794-T-01; Request by Zoning Administrator to amend the Zoning Ordinance with respect to projecting signs.**

Elizabeth Tyler, Planning Manager, presented the staff report. She gave a brief background and discussion regarding the standards for projecting signs. She presented the summary of findings and reviewed the options of the Plan Commission. Ms. Tyler stated that based on the evidence presented in the staff report, and without the benefit of considering additional evidence that may be presented during the public hearing, staff recommends that the Plan Commission recommend approval of the proposed text amendment to the Zoning Ordinance with an additional revision to lower the minimum vertical clearance for projecting signs from nine feet to eight feet.

Ms. Stake commented that she was glad that signs were being allowed for second story businesses, but she inquired as to how that would work since the businesses cannot have them above the first story? Ms. Tyler replied that businesses on the second floor with an entrance on the first floor would still be restricted by the twenty-foot spacing and would not be allowed to have more than one sign per frontage.

Ms. Stake asked for clarification on the eight-foot and nine-foot minimum height. Ms. Tyler replied that the minimum height is currently nine-feet, and the staff is recommending that it be brought down to eight-feet. An eight-foot minimum height makes it a smaller scale. It would make it easier for the pedestrians to see the sign; however, it would not cause interference.

Mr. Pollock asked if staff recommended an eight-foot minimum height? Ms. Tyler felt it was more in spirit with the pedestrian nature of the downtown, and that the Public Works Director felt it would be safe and provide sufficient clearance. Mr. Pollock inquired as to whether any of the other commissions reviewed this change? Ms. Tyler replied that this change was new since the other commissions reviewed this case, but that it was consistent with the Downtown Plan consultants' recommendation.

Ms. Stake motioned to forward this case to the Urbana City Council with a recommendation for approval of the proposed text amendment to the Zoning Ordinance as modified by the suggestion of changing the nine-feet to eight-foot minimum height. Ms. Upah-Bant seconded the motion. The roll call was as follows:

Mr. Kangas	-	Yes	Mr. Knaap	-	Yes
Mr. Pollock	-	Yes	Mr. Rank	-	Yes
Ms. Stake	-	Yes	Ms. Upah-Bant	-	Yes
Mr. Douglas	-	Yes			

The motion passed by unanimous vote.

#### **6. OLD BUSINESS**

There was none.

#### **7. NEW PUBLIC HEARINGS**

There were none.

#### **8. NEW BUSINESS**

There was none.

#### **9. AUDIENCE PARTICIPATION**

There was none.

#### **10. STAFF REPORT**

Ms. Tyler gave a staff report as follows:

- She passed around a copy of the Existing Conditions Report for the Comprehensive Plan for the commissioners' perusal. She commented that the report had been approved by the Comprehensive Plan Steering Committee for public review. The City of Urbana is currently having modified versions of the report printed for members of the Plan Commission to review and discuss at the next meeting. Members of the Zoning Board of Appeals, Community Development Commission and the Urbana City Council will receive a copy and be able to discuss the report as well.

- Ms. Tyler passed out an announcement regarding the Visioning Workshops for neighborhoods in Urbana. She invited the Plan Commissioners to volunteer to help at the meetings.

**11. STUDY SESSION**

There was none.

**12. ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

---

Elizabeth H. Tyler, Secretary  
Urbana Plan Commission