



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

MEMORANDUM

TO: The Urbana Plan Commission

FROM: Rob Kowalski, AICP, Planning Manager
Michaela Bell Oktay, Senior Planner

DATE: June 4, 2004

SUBJECT: Plan Case No. 1897-T-04: Request by the Zoning Administrator to amend the Urbana Zoning Ordinance with respect to the Mixed Office Residential (MOR) District including the adoption of Design Guidelines.

Introduction

In November 2003 the Urbana City Council adopted a text amendment to the Urbana Zoning Ordinance pertaining to the M.O.R., Mixed-Office Residential Zoning District. The amendment clarified the intent of the district and established a new process for reviewing development proposals with the Development Review Board. Most importantly, the amendment set the framework for new design guidelines to be drafted and implemented. As a short-term “stop gap” measure, the amendment included a listing of design criteria to be used when considering projects in the district. It was the intent at the time that this list of design components would eventually be replaced with a more comprehensive and illustrative set of design guidelines. This amendment proposes to adopt the new design guidelines and make other minor changes to the original text amendment for the M.O.R., Mixed-Office Residential Zoning District.

Background

Chronology of Events Related to the M.O.R., Mixed-Office Residential Zoning District

1990

The M.O.R., Mixed-Office Residential Zoning District is created as a result of the recommendations of the *Downtown to Campus Plan*. The district includes 98 properties: 49 along Green Street, 39 along Elm Street, 6 on Race Street, 2 on Birch Street, and 1 on McCullough Street (see attached map). The stated intent of the district is to promote a mix of small-scale residential, office and business uses through the adaptive re-use of the existing structures. An expanded listing of land use is permitted in the new district along

with a more restrictive set of development regulations intended to keep the scale of new development small and consistent with residential character. A city-staff Development Review Board is established to review proposals in the district.

1990-1998

The Development Review Board considers 14 requests for development in the district. Of the approved requests, the most significant projects were new multi-family developments located at 604½ West Elm Street, the “Aspen on Green” at 308 West Green Street and a new five-unit multi-family development at 712 West Green Street. There were also a number of remodeling projects approved, including those for the Lindley House Bed and Breakfast, Timothy John’s Salon at 404 West Green, the conversion of 401 West Elm Street to offices, and the conversion of 511 West Green Street for a Christian Counseling Center.

1998

A text amendment is proposed to revise the review process in the district and to change the composition of the Development Review Board. Provisions are proposed for a streamlined review process for smaller scale development. The case was reviewed by the Plan Commission but not acted upon.

1998-2002

There were no projects in the M.O.R., Mixed-Office Residential District reviewed by the Development Review Board. 508 and 510 West Green Street were demolished for a church parking lot.

Spring 2003

Three multi-family projects at 605, 611 and 701 West Green Street were submitted for consideration by the Development Review Board. All three projects were approved by the DRB.

July 2003

City Council adopts Ordinance No. 2003-07-073 enacting a 120-day moratorium on any development in the district. The goals of the moratorium were to allow city staff to study the requirements and procedures of the district in order to propose changes.

November 2003

City Council adopts Ordinance No. 2003-11-120 amending the text of the Urbana Zoning Ordinance as it pertains to the M.O.R. district. The changes include a revision to the stated intent of the district, a restructuring of the Development Review Board, and provisions allowing development projects to be reviewed against design criteria. Twenty-four interim design guidelines are adopted as a “place holder” until a more comprehensive set of design guidelines can be adopted.

Spring 2004

302 West Elm Street is demolished.

June 2004

The second text amendment to the Urbana Zoning Ordinance is proposed to replace the 24 interim design guidelines with a more comprehensive and illustrative set of guidelines. The guidelines are proposed to be used by the Development Review Board and city staff when review specific projects in the district. They are proposed to be adopted by ordinance as a supplemental document to the Urbana Zoning Ordinance. Preliminary review of the design guidelines include two review sessions with the Urbana Historic Preservation Commission on February 4, 2004 and March 3, 2004 as well as an open house for the public held at Lincoln Square Mall on June 3, 2004. All property owners, residents and property owners within 250-feet of the district were notified of the open house. Property owners are notified of the pending text amendment.

Discussion

Attached to this memorandum is a copy of the text amendment adopted in November 2003 along with a strike-through and underline version of the new text amendment proposed as the new plan case. The primary change involves the re-structuring of *Section XI-12.J; Design Guideline Review*. The proposed amendment strikes the twenty-four design concepts adopted in 2003 and replaces them with reference to the new Design Guidelines. In constructing the guidelines staff attempted to ensure that all of these design concepts were incorporated so they would not be lost in the transition.

It is proposed that the guidelines be supplemental to the Urbana Zoning Ordinance rather than incorporated into the text of the document. This is proposed since the design guidelines will function slightly different than other provisions of the Zoning Ordinance. The Zoning Ordinance contains objective standards to be used in the land use and development of property. The design guidelines will function as recommendations and guidelines to assist the Development Review Board and city staff. They are proposed to supplement the development regulations of the district via a separate supporting document. The design guidelines are proposed to be adopted by ordinance and amended by a similar process to zoning ordinance text amendments. This ensures that the guidelines will not change in the future without public review and consideration.

There are other minor text amendments proposed in addition to the adoption of the design guidelines. These changes are also shown on the attached Exhibit "B". The most significant change involves the deletion of Section VIII-3.J in the Zoning Ordinance which currently prohibits any parking under a structure in the district. When the district was created this provision was added to avoid the design of buildings off the ground level in order to accommodate parking. Considering other local examples of buildings on "stilts" it was felt this would be an incompatible design feature in the district. The design guidelines outline techniques that can be incorporated that would allow parking under a structure without giving the "stilts" appearance from the street. Staff feels appropriate design of parking under the

structure can be achieved without creating a negative visual impact while reducing the potential adverse impact of parking in yards.

Design Guidelines

The M.O.R., Mixed-Office Residential Design Guidelines incorporate illustrated design recommendations in the following categories:

The “Façade Zone”

This section addresses the primary facades of buildings and how they should interact with the main streets such as Green Street, Elm Street and Race Street.

Building Orientation and Patterns

This section gives an overview of how buildings should be situated on lots recognizing the established patterns in the district and on the blockface.

Massing and Scale

Massing and Scale address the size, bulk, height, width and depth of structures in relation to other existing structures on the block. These guidelines give design recommendations for features that can be incorporated into new structures in order to help break up its mass. Features such as varying roof lines, covered porches and other exterior details can reduce the impact of new structures and create a more residential feel.

Openings

Openings address design guidelines for windows and doors. General recommendations are given as to the layout and design of windows and doors in relation to the scale of the building. The guidelines also give guidance to what style of windows and doors should be used.

Outdoor Living Space: Balconies, Porches, & Patios

This section addresses the design of porches, patios and balconies. The guidelines describe how these features can be incorporated in ways that offer both appropriate aesthetic design as well as functionality.

Materials

The design guidelines give information about different types of building materials but do not attempt to regulate exactly what types of materials should be used in the district. This section is expected to function as a good reference to developers and the Development Review Board when reviewing proposed materials on a case-by-case basis.

Parking Areas

This section addresses the appropriate location and design of parking facilities. In general, the guidelines always focus on parking areas being located behind the structure with adequate screening. Examples are given as to how parking can be accommodated under the principal structure without creating a negative visual impact from the street.

Landscaping

The Landscaping section includes recommendations for new landscaping as well as preserving existing mature vegetation on the site.

Commercial Site Design

Although many sections of the design guidelines appear to be focused on residential development, the M.O.R. district encourages small scale commercial and office development. This section includes design guidelines for commercial and office development including provisions for designing new structures to be residential in character and contain a mix of uses. Recommendations are also given for the location of parking and trash, the design of signs and the use of outdoor areas.

Supporting Information

The *M.O.R., Mixed-Office Residential Zoning District Design Guidelines* also contain background information about the district, information about the Development Review Board, a zoning map of the district and a photo inventory for all the properties zoned M.O.R. These resources are anticipated to be used by staff and the Development Review Board when considering proposals. They are also expected to be a good reference for residents of the district as well.

Summary of Staff Findings

1. The proposed amendment would assist in the administration and enforcement of the Zoning Ordinance as it pertains to the M.O.R., Mixed-Office Residential Zoning District.
2. The proposed amendment is consistent with goals and objectives of the Comprehensive Plan and Downtown to Campus Plan by encouraging new development to be designed in a way that is compatible with the district as a whole.
3. The proposed amendment will create design guidelines that will assist city staff and the members of the Development Review Board review proposals for development in the M.O.R., Mixed-Office Residential Zoning District.
4. The proposed amendment will help to encourage appropriate and compatible design in the MOR zone through the use of design guidelines and appropriate review criteria.
5. The proposed amendment will improve the review process of the Development Review

Board.

Options

The Plan Commission has the following options for recommendations to the Urbana City Council. In Plan Case 1897-T-04, the Plan Commission may:

- a. forward the proposed text amendment to the Urbana Zoning Ordinance along with the supplemental design guidelines for the M.O.R., Mixed-Office Residential Zoning District as presented herein to the Urbana City Council with a recommendation of approval.
- b. forward the proposed text amendment to the Urbana Zoning Ordinance along with the supplemental design guidelines for the M.O.R., Mixed-Office Residential Zoning District *with any revisions* to the Urbana City Council with a recommendation of approval.
- c. forward the proposed text amendment to the Urbana Zoning Ordinance along with the supplemental design guidelines for the M.O.R., Mixed-Office Residential Zoning District to the Urbana City Council with a recommendation of denial.

Staff Recommendation

Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, **staff recommends that the Commission recommend approval of the proposed text amendment to the Zoning Ordinance along with the design guidelines, as presented herein.**

Attachments: Exhibit "A": MOR Text Amendment Approved November 2003
 Exhibit "B": MOR Text Amendment Proposed June 2004
 Map of Existing MOR District
 Existing MOR Regulations from the Urbana Zoning Ordinance
 Proposed M.O.R., Mixed-Office Residential Zoning District Design
 Guidelines

**M.O.R., Mixed-Office Residential Zoning District
Text Amendment Approved By Urbana City Council
November 3, 2003 / Ordinance 2003-011-120**

Section IV-2.I, Purpose of Districts, in the MOR District, of the Zoning Ordinance:

The *MOR, Mixed-Office Residential District* is intended to encourage a mixture of residential, office and small-scale business land uses that are limited in scale and intensity and designed and constructed to be compatible with existing structures in the district. The district is intended to encourage the adaptive re-use of existing older structures through incentives that will extend the useful life of such structures. New construction shall be designed and constructed in a manner that is consistent with the character of the district. The land uses permitted and the development regulations required in the MOR District are intended to protect nearby residential uses by limiting the scale and intensity of the uses and buildings that may locate in this district. The MOR District is appropriate for mixed uses on small sites which need a careful evaluation of use-to-use compatibility so that the stability and value of surrounding properties are best protected.

Section V-8, Additional Use Regulations in the MOR District, of the Zoning Ordinance:

- A. Wherever this ordinance imposes greater restrictions on properties in the MOR, Mixed-Office Residential Zoning District than in other zoning districts, the greater restrictions shall govern.
- B. As an incentive to encourage the adaptive re-use of existing principle structures in the MOR District, any proposal for a change of use, a building addition, and/or exterior remodeling of an existing structure(s) shall not require review by the Development Review Board. Adaptive re-use proposals shall comply with the requirements of the Urbana Zoning Ordinance although the Zoning Administrator may authorize adjustments to existing codes and regulations as specified in Section V-8.D. Adaptive re-use proposals shall demonstrate consistency with the established MOR design guidelines specified in Section XI-12.J. In cases where proposed addition(s) and/or remodeling efforts are so extensive as to result in substantial change to the appearance and/or scale of an existing building, the Zoning Administrator shall make this determination and shall then request Development Review Board review and approval of the project. The Development Review Board shall have the ability to make adjustments to existing codes and regulations for adaptive re-use projects for such projects as set forth in Section V-8.D. below.
- C. New construction not incorporating the adaptive re-use of an existing structure in the MOR District must receive site plan approval from the Development Review Board in accordance with the provisions of the Board as specified in Section XI-12.

D. Adjustments to Existing Codes and Regulations for Adaptive Re-use Projects

1. As an incentive to encourage the adaptive re-use of existing structures in accordance with the purpose and objectives of the MOR District, the Zoning Administrator may authorize adjustments or modifications to the requirements of the Urbana Zoning Ordinance and Urbana City Code. The Zoning Administrator may authorize adjustments only when changes are proposed to the use of existing structures and/or when additions or exterior remodeling of existing principle structures is proposed. The purpose of this provision is to provide an incentive to re-use the existing structures in the District, to provide flexibility in meeting the City's requirements in using existing structures, and to preserve the overall character of the MOR District. This incentive shall not apply to new construction that does not incorporate the adaptive re-use of an existing structure. The Zoning Administrator is hereby authorized to make minimum adjustments or modifications to the following requirements of the Urbana Zoning Ordinance and Urbana City Code in the MOR District for adaptive re-use projects:
 - a. Section VIII-2, Design and Specifications of Off-Street Parking;
 - b. Section VIII-3, Location of Parking Facilities;
 - c. Section VIII-4, Amount of Parking Required; except that no reduction in excess of 25% of the full parking requirements may be approved by the Zoning Administrator and no reduction of the parking requirements shall be approved for residential uses; residential use in the MOR District shall conform to the full parking requirements of Section VIII-4;
 - d. Section VIII-5, Off-Street Loading Regulations;
 - e. Article VI, Development Regulations; except that the Zoning Administrator is authorized to approve only the site plan adjustments listed in Section XI-3-C(2)(c) (i.e., for minor variations) and no others; and
 - f. Chapter 7 of the City Code, Fences.

Commentary: The intent of Section V-8.F is to allow some flexibility in existing codes and requirements for adaptive re-use projects. In some instances, the strict application of the development regulations can make an adaptive re-use project infeasible due to uncontrollable circumstances such as existing building placement on the lot, lot size, shape or location. The goal of this provision is to permit the Zoning Administrator to allow slight modifications when necessary to achieve the overall goal of adaptive re-use of existing structures.

Section XI-12, Development Review Board:

A. Creation and Purpose

1. Upon the effective date of this amendment, there is hereby created a Development Review Board to administer the site plan review procedures in the MOR, Mixed-Office Residential Zoning District in conformance with the requirements of this Section.
2. The Development Review Board is created for the purpose of reviewing and approving or disapproving all site plans for new structures and land uses in the MOR District that do not incorporate the adaptive re-use of an existing structure as specified in Section V-8.B.
3. The Development Review Board has the following objectives for reviewing site plan proposals in the MOR, Mixed-Office Residential Zoning District:
 - a. Encourage compatibility by minimizing impacts between proposed land uses and the surrounding area;
 - b. Encourage the design of new construction to be compatible with the neighborhood's visual and aesthetic character through the use of design guidelines;
 - c. Determine if proposed development plans meet the intent of the district as stated in Article IV.2.I;

B. Powers and Duties. The Development Review Board shall have the following powers:

1. The Development Review Board may adopt its own rules, regulations, and procedures consistent with the provisions of this Ordinance and the laws of the State of Illinois.
2. To hold public hearings and to review applications for development within the MOR, Mixed-Office Residential Zoning District as specified in XI-12.A.2. The Development Review Board may require applicants to submit plans, drawings, specifications and other information as may be necessary to make decisions in addition to the application requirements specified in XI-12.G.
3. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this ordinance.

C. Membership

1. The Development Review Board shall consist of seven members. A quorum of the Development Review Board shall be constituted by four members. The members of the Board shall be appointed by the Mayor and approved by City Council. The membership

to the Board shall consist of multiple interests in order to offer a diverse perspective and expertise in reviewing proposals. These interests shall include:

- a. A member of the Urbana Plan Commission;
 - b. A member of the Urbana Historic Preservation Commission;
 - c. A licensed architect;
 - d. A resident of property in the MOR, Mixed-Office Residential Zoning District;
 - e. A citizen residing inside or within 250 feet of the MOR, Mixed-Office Residential Zoning; District;
 - f. A local developer;
 - g. An owner of a local small business with fewer than 40 employees.
2. Development Review Board members shall serve without compensation and shall serve terms of three years. Members may be reappointed at the conclusion of their term.
 3. The Mayor shall declare vacant the seat of any Development Review Board member who fails to attend three (3) consecutive meetings without notification to the Secretary, or who fails to attend one-half of all meetings held during any one-year period. In such cases as well as for resignations, incapacity, death, or any other vacancy, the Mayor shall appoint a successor with approval of the City Council.

D. *Officers.*

1. There shall be a Chair and a Vice-Chair elected by the Development Review Board, who shall each serve a term of one (1) year and shall be eligible for re-election. Elections shall be held annually.
2. The Chair shall preside over meetings. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. If both the Chair and Vice Chair are absent, those members present shall elect a temporary Chair.
3. Secretary. The Secretary of the Development Review Board shall be a representative of the Community Development Services Department of the City of Urbana. The Secretary shall:
 - a. Take minutes of each Development Review Board meeting, an original of which shall be kept in the office of the Community Development Services Department;
 - b. Provide administrative and technical assistance to the Development Review Board to assist it in making the decisions and findings as provided herein;

- c. Publish and distribute to the Development Review Board copies of the minutes, reports and decisions of the Development Review Board;
- d. Give notice as provided herein or by law for all public hearings conducted by the Development Review Board;
- e. Advise the Mayor of vacancies on the Development Review Board and expiring terms of Development Review Board members;
- f. Prepare and submit to the Urbana Zoning Board of Appeals and City Council a complete record of the proceedings before the Development Review Board on all appeals from decisions of the Development Review Board and on any other matters requiring Zoning Board of Appeals or City Council consideration; and
- g. Have no vote.

E. *Meetings.*

- 1. Meetings shall be held at regularly scheduled times in the evening to be established by resolution of the Development Review Board at the beginning of each calendar year. Meetings may also be held at any time upon the call of the Chair.
- 2. All meetings shall conform to the requirements of the Open Meetings Act. All meetings of the Development Review Board shall be held in a public place designated by the Chair, and shall be open to the public, except as allowed by law. At any meeting of the Development Review Board, any interested person may appear and be heard either in person or by an authorized agent or attorney.

F. *Decisions.*

- 1. Every Board member present must vote “aye” or “nay” unless that Board member abstains due to an announced conflict of interest.
- 2. Abstaining shall not change the count of Board members present to determine the existence of a quorum.
- 3. Approval of a site plan shall require a two-thirds majority vote and shall be calculated on the basis of those voting members present and not abstaining, however, in no instance shall fewer than four “aye” votes constitute a two-thirds majority.

G. *Application and Site Plan Submittal Requirements*

- 1. A request for site plan approval by the Development Review Board shall be made by the applicant in writing on forms provided by the City, shall be accompanied by the required

plans, and shall be filed with the Secretary of the Board. Each request shall be submitted with the required fee as provided in Section XI-8.

2. Site Plans must contain the following information:
 - a. Size and dimensions of the parcel to be developed drawn to scale;
 - b. Location and widths of adjacent rights-of-ways, sidewalks and street pavement;
 - c. Identification of neighboring property owners listed on the site plan;
 - d. Location of all existing structures on the parcel;
 - e. Location of adjacent parcels and structures;
 - f. Location and size of proposed structures or additions to be built on the parcel including proposed setbacks from the property lines;
 - g. Location and layout of any proposed access drives, parking area and walkways;
 - h. Elevation renderings of the proposed structure or addition indicating the proposed materials to be used in construction;
 - i. Elevations or perspectives of adjacent existing structures;
 - j. Floor plans indicating the interior layout of the proposed structure or addition;
 - k. Location of existing trees and shrubs and proposed landscaping;
 - l. Detail view drawings as necessary to show key design elements;
 - m. Relevant site details including lighting, dumpster locations, signage, and other features;
 - n. Site data, including lot area, building square footage, floor area ratio, open space ratio, height, number of parking spaces and number of apartment units (if multi-family).
3. Site Plans shall be submitted at a graphic scale of no less than one inch per ten feet.
4. The Development Review Board may require additional information necessary to consider applications.

H. Development Review Board Review Procedures

1. Within 45 working days but no earlier than 15 working days after a completed application, site plan, fee, and supporting documentation have been received, the Development Review Board shall convene a meeting to consider and act on the requested site plan. The last known taxpayers of record, as reflected in the Champaign County records, of all property adjacent to or within 250 feet of the subject property, excluding public right-of-way, shall be notified of said meeting not less than ten days prior to said meeting.
2. After reviewing the proposed site plan according to the criteria in Section XI-12-I, the Development Review Board shall vote on whether to approve the proposed site plan. If the proposed site plan conforms to the requirements of this Ordinance, the Development Review Board shall make the appropriate findings and approve the proposed site plan. If the proposed site plan does not conform to the requirements of this Ordinance, the Development Review Board shall disapprove the proposed site plan and make findings

stating the inadequacies of the proposal. The applicant shall be notified in writing of the Board's decision within five working days, which notification shall address the relevant and applicable reasons for the decision as well as any conditions imposed by the Board. Any site plan that is not approved by the Board shall cause the Secretary of the Board to appeal the request to the Board of Zoning Appeals in accord with Section XI-3.

3. Site plan approval is required prior to the issuance of a related building permit or Certificate of Occupancy in the MOR District.
4. When a proposed use is permitted in the MOR District as a Conditional or Special Use according to Table V-1, site plan approval by the Development Review Board is required in addition to the review procedures for conditional or special use permit requests as specified in Section VII-1. The Development Review Board shall make a recommendation to the appropriate reviewing body. The physical development and continued use of the property shall be in strict conformance with the approved site plan.
5. Any order, requirement, decision or condition of approval made by the Development Review Board is appealable by any person aggrieved thereby to the Board of Zoning Appeals in accordance with the procedures of Section XI-3-C. Upon the filing of an appeal, the complete record of the Development Review Board's minutes, findings and decision shall be submitted to the Board of Zoning Appeals for action on the requested appeal. The Board of Zoning Appeals shall have the final authority to approve or disapprove a proposed site plan.
6. The Secretary of the Board shall keep minutes of its proceedings, showing the vote of each member and shall also keep records of its findings and official decisions.
7. The procedure for amending a site plan already approved by the Development Review Board or for a request to change conditions attached to the approval of a site plan shall be the same procedure as a new site plan request.
8. Approval of a site plan pursuant to Section XI-12 shall become null and void unless an application is made for a building permit or Certificate of Occupancy within one year after the date on which the Board approves the site plan. A one-year extension may be granted by the Zoning Administrator when a written request is submitted prior to the expiration of the one-year term.
9. Any building permit or Certificate of Occupancy issued pursuant to an approved site plan may be revoked by the City for failure to comply with the conditions of approval.

I. Site Plan Review Criteria.

Site plans for new construction not incorporating the adaptive re-use of existing structures must demonstrate conformance with the land use and development standards of the Urbana Zoning Ordinance. In addition, site plans (including, elevations, and floor plans) shall be

reviewed and considered by the Development Review Board according to the criteria listed below.

1. Compatibility with Surrounding Neighborhood

Proposals shall demonstrate consistency with the intent of the MOR, Mixed-Office Residential Zoning District as stated in Section IV-2-I. In reviewing proposals the Development Review Board shall consider the effects of the proposed structure(s) and uses on adjacent properties and the surrounding neighborhood. The Board shall consider building location, orientation, setbacks, scale, bulk, massing, and architectural design.

2. Parking and Access

Proposals shall demonstrate that required parking areas are provided in accordance with Article VIII of the Urbana Subdivision Ordinance and that parking areas and access drives are designed to move traffic conveniently and safely in a manner that minimizes traffic conflicts, noise and visual impacts, while minimizing the area of asphalt or concrete. Proposals shall demonstrate the safe and convenient movement of handicapped persons and that the location and design of handicapped parking is in conformance with the requirements of the State of Illinois. Parking areas shall be screened from adjacent residential uses.

3. Screening and Landscaping

Proposals shall demonstrate the preservation of existing natural features where practical. The Development Review Board shall consider the effects that the proposal may have on the vegetative characteristics of the area and may require landscaping measures to mitigate any potential loss of character. Proposals shall also demonstrate compliance with all landscape and screening requirements identified in the Urbana Zoning Ordinance. The Development Review Board shall consider landscape and screening plans and their ability to effectively screen adjacent properties from possible negative influences that may be created by the proposed use. Retention of street trees along the Green and Elm Street corridors shall be encouraged.

4. Site Details

Proposals shall address the provisions for site details including exterior trash dumpsters, storage areas, loading areas, exterior lighting and signs. The Development Review Board shall determine if the site details are in conformance with the requirements of the Urbana Zoning Ordinance and if they are proposed in a manner that will not negatively impact adjacent properties and the character of the neighborhood.

5. Design Guidelines

The Development Review Board shall consider the architectural appearance, massing, color, building materials, or architectural details of the structure in reviewing a proposed

development plan. Proposals shall demonstrate general conformance with adopted Design Guidelines for the MOR, Mixed-Office Residential Zoning District as specified in XI-12.J.

J. Design Guidelines Review

The Development Review Board shall evaluate the design of any proposed new development to determine compatibility with the residential character of the neighborhood.

1. Have a main entrance on the street side of the building. If the lot has more than one street frontage, then (the main entrance shall be) on the more major frontage.
2. Have windows facing each street frontage.
3. Have a pitched roof.
4. Have architecturally screened parking if parking is beneath the building, so that cars are not visible from the front, side or back yards, except in front of the entrance.
5. In addition, compatibility shall be determined by considering how many of the following design criteria are incorporated:
 - a) Asymmetrical design, a juxtaposition of masses and volumes or design elements so that they are not equal in importance.
 - b) Narrower façade faces the street
 - c) Building taller than wide when viewed from the street
 - d) 1-1/2 or 2-1/2 stories for buildings with a maximum height of 3 stories
 - e) Height consistent with the immediately adjacent buildings
 - f) Few flat plane elevations
 - g) Provide a foundation line (rusticated bases)
 - h) First floor porches
 - i) No porches or balconies on second floor or higher on sides abutting single-family residences
 - j) A minimum of 25% and a maximum of 60% of wall face to be windows
 - k) Bay windows are favored
 - l) Windows taller than wide
 - m) Street facing doors onto balconies, patios or porches to be French-style, paned and hinged (i.e., no sliding doors)
 - n) Exterior doors of same style as front doors of single family homes
 - o) Gable or multi-gables
 - p) In designs without gables, use dormers or other features along the front façade to break-up the front plane or roof line of the structure
 - q) Front-yard setback no less than the average of setbacks of adjacent properties
 - r) Retention of trees
 - s) “Green space” in front yard
 - t) Use of wood, brick, or stucco versus vinyl siding

M.O.R., Mixed-Office Residential Zoning District Text Amendment Proposed June 10, 2004

Section IV-2.I, Purpose of Districts, in the MOR District, of the Zoning Ordinance:

The *MOR, Mixed-Office Residential District* is intended to encourage a mixture of residential, office and small-scale business land uses that are limited in scale and intensity and designed and constructed to be compatible with existing structures in the district. The district is intended to encourage the adaptive re-use of existing older structures through incentives that will extend the useful life of such structures. New construction shall be designed and constructed in a manner that is consistent with the character of the district. The land uses permitted and the development regulations required in the MOR District are intended to protect nearby residential uses by limiting the scale and intensity of the uses and buildings that may locate in this district. The MOR District is appropriate for mixed uses on small sites which need a careful evaluation of use-to-use compatibility so that the stability and value of surrounding properties are best protected.

Section V-8, Additional Use Regulations in the MOR District, of the Zoning Ordinance:

- A. Wherever this ordinance imposes greater restrictions on properties in the MOR, Mixed-Office Residential Zoning District than in other zoning districts, the greater restrictions shall govern.
- B. As an incentive to encourage the adaptive re-use of existing principle structures in the MOR District, any proposal for a change of use, a building addition, and/or exterior remodeling of an existing structure(s) shall not require review by the Development Review Board. Adaptive re-use proposals shall comply with the requirements of the Urbana Zoning Ordinance although the Zoning Administrator may authorize adjustments to existing codes and regulations as specified in Section V-8.D. Adaptive re-use proposals shall demonstrate consistency with the established "M.O.R., Mixed-Office Residential ~~design-Design~~ guidelines-Guidelines" specified in Section XI-12.J. In cases where proposed addition(s) and/or remodeling efforts are so extensive as to result in substantial change to the appearance and/or scale of an existing building, the Zoning Administrator shall make this determination and shall then request Development Review Board review and approval of the project. The Development Review Board shall have the ability to make adjustments to existing codes and regulations for adaptive re-use projects for such projects as set forth in Section V-8.D. below.
- C. New construction not incorporating the adaptive re-use of an existing structure in the MOR District must demonstrate consistency with the "M.O.R., Mixed-Office Residential Design Guidelines" and shall receive site plan approval from the Development Review Board in accordance with the provisions of the Board as specified in Section XI-12.

D. Adjustments to Existing Codes and Regulations for Adaptive Re-use Projects

1. As an incentive to encourage the adaptive re-use of existing structures in accordance with the purpose and objectives of the MOR District, the Zoning Administrator may authorize adjustments or modifications to the requirements of the Urbana Zoning Ordinance and Urbana City Code. The Zoning Administrator may authorize adjustments only when changes are proposed to the use of existing structures and/or when additions or exterior remodeling of existing principle structures is proposed. The purpose of this provision is to provide an incentive to re-use the existing structures in the District, to provide flexibility in meeting the City's requirements in using existing structures, and to preserve the overall character of the MOR District. This incentive shall not apply to new construction that does not incorporate the adaptive re-use of an existing structure. The Zoning Administrator is hereby authorized to make minimum adjustments or modifications to the following requirements of the Urbana Zoning Ordinance and Urbana City Code in the MOR District for adaptive re-use projects:
 - a. Section VIII-2, Design and Specifications of Off-Street Parking;
 - b. Section VIII-3, Location of Parking Facilities;
 - c. Section VIII-4, Amount of Parking Required; except that no reduction in excess of 25% of the full parking requirements may be approved by the Zoning Administrator and no reduction of the parking requirements shall be approved for residential uses; residential use in the MOR District shall conform to the full parking requirements of Section VIII-4;
 - d. Section VIII-5, Off-Street Loading Regulations;
 - e. Article VI, Development Regulations; except that the Zoning Administrator is authorized to approve only the site plan adjustments listed in Section XI-3-C(2)(c) (i.e., for minor variations) and no others; and
 - f. Chapter 7 of the City Code, Fences.

Commentary: The intent of Section V-8.F is to allow some flexibility in existing codes and requirements for adaptive re-use projects. In some instances, the strict application of the development regulations can make an adaptive re-use project infeasible due to uncontrollable circumstances such as existing building placement on the lot, lot size, shape or location. The goal of this provision is to permit the Zoning Administrator to allow slight modifications when necessary to achieve the overall goal of adaptive re-use of existing structures.

Section VIII-3, Location of Parking Facilities:

~~J. Parking located at ground level below any portion of a principal structure shall be prohibited in the MOR District. Parking located underground below a principal structure shall be allowed in the MOR District in accordance with the provisions of Article VIII of this Ordinance.~~

Section XI-12, Development Review Board:

A. Creation and Purpose

1. Upon the effective date of this amendment, there is hereby created a Development Review Board to administer the site plan review procedures in the MOR, Mixed-Office Residential Zoning District in conformance with the requirements of this Section.
2. The Development Review Board is created for the purpose of reviewing and approving or disapproving all site plans for new structures and land uses in the MOR District that do not incorporate the adaptive re-use of an existing structure as specified in Section V-8.B.
3. The Development Review Board has the following objectives for reviewing site plan proposals in the MOR, Mixed-Office Residential Zoning District:
 - a. Encourage compatibility by minimizing impacts between proposed land uses and the surrounding area;
 - b. Encourage the design of new construction to be compatible with the neighborhood's visual and aesthetic character through the use of design guidelines;
 - c. Determine if proposed development plans meet the intent of the district as stated in Article IV.2.I;

B. Powers and Duties. The Development Review Board shall have the following powers:

1. The Development Review Board may adopt its own rules, regulations, and procedures consistent with the provisions of this Ordinance and the laws of the State of Illinois.
2. To hold public hearings and to review applications for development within the MOR, Mixed-Office Residential Zoning District as specified in XI-12.A.2. The Development Review Board may require applicants to submit plans, drawings, specifications and other information as may be necessary to make decisions in addition to the application requirements specified in XI-12.G.
3. To undertake any other action or activity necessary or appropriate to the implementation of its powers and duties or to the implementation of the purpose of this ordinance.

C. *Membership*

1. The Development Review Board shall consist of seven members. A quorum of the Development Review Board shall be constituted by four members. The members of the Board shall be appointed by the Mayor and approved by City Council. The membership to the Board shall consist of multiple interests in order to offer a diverse perspective and expertise in reviewing proposals. These interests shall include:
 - a. A member of the Urbana Plan Commission;
 - b. A member of the Urbana Historic Preservation Commission;
 - c. A licensed architect;
 - d. A resident of property in the MOR, Mixed-Office Residential Zoning District;
 - e. A citizen residing inside or within 250 feet of the MOR, Mixed-Office Residential Zoning; District;
 - f. A local developer;
 - g. An owner of a local small business with fewer than 40 employees.
2. Development Review Board members shall serve without compensation and shall serve terms of three years. Members may be reappointed at the conclusion of their term.
3. The Mayor shall declare vacant the seat of any Development Review Board member who fails to attend three (3) consecutive meetings without notification to the Secretary, or who fails to attend one-half of all meetings held during any one-year period. In such cases as well as for resignations, incapacity, death, or any other vacancy, the Mayor shall appoint a successor with approval of the City Council.

D. *Officers.*

1. There shall be a Chair and a Vice-Chair elected by the Development Review Board, who shall each serve a term of one (1) year and shall be eligible for re-election. Elections shall be held annually.
2. The Chair shall preside over meetings. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. If both the Chair and Vice Chair are absent, those members present shall elect a temporary Chair.
3. Secretary. The Secretary of the Development Review Board shall be a representative of the Community Development Services Department of the City of Urbana. The Secretary shall:

- a. Take minutes of each Development Review Board meeting, an original of which shall be kept in the office of the Community Development Services Department;
- b. Provide administrative and technical assistance to the Development Review Board to assist it in making the decisions and findings as provided herein;
- c. Publish and distribute to the Development Review Board copies of the minutes, reports and decisions of the Development Review Board;
- d. Give notice as provided herein or by law for all public hearings conducted by the Development Review Board;
- e. Advise the Mayor of vacancies on the Development Review Board and expiring terms of Development Review Board members;
- f. Prepare and submit to the Urbana Zoning Board of Appeals and City Council a complete record of the proceedings before the Development Review Board on all appeals from decisions of the Development Review Board and on any other matters requiring Zoning Board of Appeals or City Council consideration; and
- g. Have no vote.

E. *Meetings.*

- 1. Meetings shall be held at regularly scheduled times in the evening to be established by resolution of the Development Review Board at the beginning of each calendar year. Meetings may also be held at any time upon the call of the Chair.
- 2. All meetings shall conform to the requirements of the Open Meetings Act. All meetings of the Development Review Board shall be held in a public place designated by the Chair, and shall be open to the public, except as allowed by law. At any meeting of the Development Review Board, any interested person may appear and be heard either in person or by an authorized agent or attorney.

F. *Decisions.*

- 1. Every Board member present must vote “aye” or “nay” unless that Board member abstains due to an announced conflict of interest.
- 2. Abstaining shall not change the count of Board members present to determine the existence of a quorum.
- 3. Approval of a site plan shall require a two-thirds majority vote and shall be calculated on the basis of those voting members present and not abstaining, however, in no instance shall fewer than four “aye” votes constitute a two-thirds majority.

G. Application and Site Plan Submittal Requirements

1. A request for site plan approval by the Development Review Board shall be made by the applicant in writing on forms provided by the City, shall be accompanied by the required plans, and shall be filed with the Secretary of the Board. Each request shall be submitted with the required fee as provided in Section XI-8.
2. Site Plans must contain the following information:
 - a. Size and dimensions of the parcel to be developed drawn to scale;
 - b. Location and widths of adjacent rights-of-ways, sidewalks and street pavement;
 - c. Identification of neighboring property owners listed on the site plan;
 - d. Location of all existing structures on the parcel;
 - e. Location of adjacent parcels and structures;
 - f. Location and size of proposed structures or additions to be built on the parcel including proposed setbacks from the property lines;
 - g. Location and layout of any proposed access drives, parking area and walkways;
 - h. Elevation renderings of the proposed structure or addition indicating the proposed materials to be used in construction;
 - i. Elevations or perspectives of adjacent existing structures;
 - j. Floor plans indicating the interior layout of the proposed structure or addition;
 - k. Location of existing trees and shrubs and proposed landscaping;
 - l. Detail view drawings as necessary to show key design elements;
 - m. Relevant site details including lighting, dumpster locations, signage, and other features;
 - n. Site data, including lot area, building square footage, floor area ratio, open space ratio, height, number of parking spaces and number of apartment units (if multi-family).
3. Site Plans shall be submitted at a graphic scale of no less than one inch per ten feet.
4. The Development Review Board may require additional information necessary to consider applications.

H. Development Review Board Review Procedures

1. Within 45 working days but no earlier than 15 working days after a completed application, site plan, fee, and supporting documentation have been received, the Development Review Board shall convene a meeting to consider and act on the requested site plan. The last known taxpayers of record, as reflected in the Champaign County records, of all property adjacent to or within 250 feet of the subject property, excluding public right-of-way, shall be notified of said meeting not less than ten days prior to said meeting.
2. After reviewing the proposed site plan according to the criteria in Section XI-12-I, the Development Review Board shall vote on whether to approve the proposed site plan. If

the proposed site plan conforms to the requirements of this Ordinance, the Development Review Board shall make the appropriate findings and approve the proposed site plan. If the proposed site plan does not conform to the requirements of this Ordinance, the Development Review Board shall disapprove the proposed site plan and make findings stating the inadequacies of the proposal. The applicant shall be notified in writing of the Board's decision within five working days, which notification shall address the relevant and applicable reasons for the decision as well as any conditions imposed by the Board. Any site plan that is not approved by the Board shall cause the Secretary of the Board to appeal the request to the Board of Zoning Appeals in accord with Section XI-3.

3. Site plan approval is required prior to the issuance of a related building permit or Certificate of Occupancy in the MOR District.
4. When a proposed use is permitted in the MOR District as a Conditional or Special Use according to Table V-1, site plan approval by the Development Review Board is required in addition to the review procedures for conditional or special use permit requests as specified in Section VII-1. The Development Review Board shall make a recommendation to the appropriate reviewing body. The physical development and continued use of the property shall be in strict conformance with the approved site plan.
5. Any order, requirement, decision or condition of approval made by the Development Review Board is appealable by any person aggrieved thereby to the Board of Zoning Appeals in accordance with the procedures of Section XI-3-C. Upon the filing of an appeal, the complete record of the Development Review Board's minutes, findings and decision shall be submitted to the Board of Zoning Appeals for action on the requested appeal. The Board of Zoning Appeals shall have the final authority to approve or disapprove a proposed site plan.
6. The Secretary of the Board shall keep minutes of its proceedings, showing the vote of each member and shall also keep records of its findings and official decisions.
7. The procedure for amending a site plan already approved by the Development Review Board or for a request to change conditions attached to the approval of a site plan shall be the same procedure as a new site plan request.
8. Approval of a site plan pursuant to Section XI-12 shall become null and void unless an application is made for a building permit or Certificate of Occupancy within one year after the date on which the Board approves the site plan. A one-year extension may be granted by the Zoning Administrator when a written request is submitted prior to the expiration of the one-year term.
9. Any building permit or Certificate of Occupancy issued pursuant to an approved site plan may be revoked by the City for failure to comply with the conditions of approval.

I. Site Plan Review Criteria.

Site plans for new construction not incorporating the adaptive re-use of existing structures must demonstrate conformance with the land use and development standards of the Urbana Zoning Ordinance. In addition, site plans (including, elevations, and floor plans) shall be reviewed and considered by the Development Review Board according to the criteria listed below.

1. Compatibility with Surrounding Neighborhood

Proposals shall demonstrate consistency with the intent of the MOR, Mixed-Office Residential Zoning District as stated in Section IV-2-I. In reviewing proposals the Development Review Board shall consider the effects of the proposed structure(s) and uses on adjacent properties and the surrounding neighborhood. The Board shall consider building location, orientation, setbacks, scale, bulk, massing, and architectural design.

2. Parking and Access

Proposals shall demonstrate that required parking areas are provided in accordance with Article VIII of the Urbana Subdivision Ordinance and that parking areas and access drives are designed to move traffic conveniently and safely in a manner that minimizes traffic conflicts, noise and visual impacts, while minimizing the area of asphalt or concrete. Proposals shall demonstrate the safe and convenient movement of handicapped persons and that the location and design of handicapped parking is in conformance with the requirements of the State of Illinois. Parking areas shall be screened from adjacent residential uses.

3. Screening and Landscaping

Proposals shall demonstrate the preservation of existing natural features where practical. The Development Review Board shall consider the effects that the proposal may have on the vegetative characteristics of the area and may require landscaping measures to mitigate any potential loss of character. Proposals shall also demonstrate compliance with all landscape and screening requirements identified in the Urbana Zoning Ordinance. The Development Review Board shall consider landscape and screening plans and their ability to effectively screen adjacent properties from possible negative influences that may be created by the proposed use. Retention of street trees along the Green and Elm Street corridors shall be encouraged.

4. Site Details

Proposals shall address the provisions for site details including exterior trash dumpsters, storage areas, loading areas, exterior lighting and signs. The Development Review Board shall determine if the site details are in conformance with the requirements of the Urbana Zoning Ordinance and if they are proposed in a manner that will not negatively impact adjacent properties and the character of the neighborhood.

5. Design Guidelines

The Development Review Board shall consider the architectural appearance, massing, color, building materials, or architectural details of the structure in reviewing a proposed development plan. Proposals shall demonstrate general conformance with adopted Design Guidelines for the MOR, Mixed-Office Residential Zoning District as specified in XI-12.J.

J. Design Guidelines Review

The Development Review Board shall evaluate the design of any proposed new development to determine compatibility with the “M.O.R., Mixed-Office Residential Zoning District Design Guidelines”. The Design Guidelines shall be adopted under a separate ordinance and shall be housed in the City of Urbana Community Development Services Department. Any Proposed amendments to the “M.O.R., Mixed-Office Residential Zoning District Design Guidelines” shall be considered by the Urbana Plan Commission in the form of a public hearing. The Plan Commission shall forward a recommendation on any proposed amendments to the Urbana City Council for final action. ~~residential character of the neighborhood.~~

- ~~1. Have a main entrance on the street side of the building. If the lot has more than one street frontage, then (the main entrance shall be) on the more major frontage.~~
- ~~2. Have windows facing each street frontage.~~
- ~~3. Have a pitched roof.~~
- ~~4. Have architecturally screened parking if parking is beneath the building, so that cars are not visible from the front, side or back yards, except in front of the entrance.~~
- ~~5. In addition, compatibility shall be determined by considering how many of the following design criteria are incorporated:~~

- ~~a) Asymmetrical design, a juxtaposition of masses and volumes or design elements so that they are not equal in importance.~~
- ~~b) Narrower façade faces the street~~
- ~~c) Building taller than wide when viewed from the street~~
- ~~d) 1-1/2 or 2-1/2 stories for buildings with a maximum height of 3 stories~~
- ~~e) Height consistent with the immediately adjacent buildings~~
- ~~f) Few flat plane elevations~~
- ~~g) Provide a foundation line (rusticated bases)~~
- ~~h) First floor porches~~
- ~~i) No porches or balconies on second floor or higher on sides abutting single family residences~~
- ~~j) A minimum of 25% and a maximum of 60% of wall face to be windows~~
- ~~k) Bay windows are favored~~
- ~~l) Windows taller than wide~~
- ~~m) Street facing doors onto balconies, patios or porches to be French style, paned and hinged (i.e., no sliding doors)~~
- ~~n) Exterior doors of same style as front doors of single family homes~~

- ~~o) Gable or multi-gables~~
- ~~p) In designs without gables, use dormers or other features along the front façade to break up the front plane or roof line of the structure~~
- ~~q) Front yard setback no less than the average of setbacks of adjacent properties~~
- ~~r) Retention of trees~~
- ~~s) "Green space" in front yard~~
- ~~t) Use of wood, brick, or stucco versus vinyl siding~~



MOR MIXED OFFICE RESIDENTIAL ZONING DISTRICT

ZONING DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the MOR Zoning District is as follows:

“The *MOR, Mixed-Office Residential District* is intended to encourage a mixture of residential, office and small-scale business land uses that are limited in scale and intensity and designed and constructed to be compatible with existing structures in the district. The district is intended to encourage the adaptive re-use of existing older structures through incentives that will extend the useful life of such structures. New construction shall be designed and constructed in a manner that is consistent with the character of the district. The land uses permitted and the development regulations required in the MOR District are intended to protect nearby residential uses by limiting the scale and intensity of the uses and buildings that may locate in this district. The MOR District is appropriate for mixed uses on small sites which need a careful evaluation of use-to-use compatibility so that the stability and value of surrounding properties are best protected.”

Following is a list of the Permitted Uses, Special Uses and Conditional Uses in the MOR District. Permitted Uses are allowed by right. Special Uses must be approved by the City Council. Conditional Uses must be approved by the Board of Zoning Appeals.

PERMITTED USES:

Public and Quasi-Public Facilities -

Church or Temple
Institution of an Educational, Philanthropic or
Eleemosynary Nature
Municipal or Government Building

Public Library, Museum or Gallery
Public Park

Residential Uses -

Bed and Breakfast, Owner Occupied
Bed and Breakfast Inn
Boarding or Rooming House
Dormitory
Dwelling, Duplex
Dwelling, Duplex (Extended group occupancy)
Dwelling, Multifamily
Dwelling, community living facility, Category I,
Category II and Category III

Residential Uses -

Dwelling, Single Family (Extended group
occupancy)
Dwelling, Single Family

Permitted Uses cont.

Two-Unit Common-Lot-Line Dwelling
Home for the Aged

Resource Production and Agricultural Uses -

Garden Shop
Greenhouse (not exceeding 1,000 sq. ft.)

Plant Nursery

MOR Zoning District Summary cont.

Business Uses - Personal Services

Barber Shop
Beauty Shop
Massage Parlor
Mortuary
Health/Fitness Club

Pet care/ Grooming
Shoe Repair Shop
Tailor and Pressing Shop

Business Uses - Business, Private Educational and Financial Services

Bank, Savings and Loan Association
Private Kindergarten or Day Care Facility
Check Cashing Service

Professional and Business Office
Vocational, Trade or Business School
Copy and Printing Service

Business Uses - Food Sales and Services

Cafe
Confectionery Store

Convenience Store

Business Uses - Retail Trade

Antique or Used Furniture Sales and Service
Apparel Shop
Art and Craft Stores and Studios
Bicycle Sales and Service
Bookstore
Drugstore
Electronic Sales and Service
Florist
Furniture Store-Office Equipment Sales
Hardware Store
Jewelry Store

Music Store
Pet Store
Photographic Studio and Equipment Sales and Service
Shoe Store
Sporting Goods
Stationery-Gift Shop-Art Supplies
Tobacconist
Variety-Dry Goods Store
Video Store

Business Uses - Recreational

Billiard Room
Dancing School
Non-Residential Athletic Training Facility

Private Indoor Recreational Development
Theater, Indoor

SPECIAL USES:

Public and Quasi-Public Facilities –

Principal Use Parking Garage or Lot

Residential Uses –

Home for adjustment;

Business Uses –

Meat and Fish Market

MOR Zoning District Summary cont.

CONDITIONAL USES:

Business Uses -

Lodge or Private Club
 Residential Athletic Training Facility
 Restaurant

Bakery (Less than 2,500 sq. ft.)

DEVELOPMENT REGULATIONS IN THE MOR DISTRICT

ZONE	MIN LOT SIZE	MIN OR AVERAGE WIDTH	MAX HEIGHT	MAX FAR	MIN OSR	MIN FRONT YARD	MIN SIDE YARD	MIN REAR YARD
MOR	6,000	60'	35'	0.70 ₂	0.30 ₂	15' ₁	7(17) ₃	10'

FAR= FLOOR AREA RATIO
OSR= OPEN SPACE RATIO

1. In the MOR District, the required front shall be the average depth of the existing buildings in the block, or 15 feet, whichever is greater as required in Section VI-5-D(1).
2. In the MOR District, no more than 8500 square feet of a lot may be counted towards the calculation of the FAR or the OSR. However, if a lot has an area greater than 17,000, the lot may contain two or more principal structures based on a ratio of one structure for each 8500 square feet, subject to the Zoning Board of Appeal's authorization of issuance of a conditional use permit for multiple buildings on a single lot.
3. In the MOR District, the sum of the two (2) required side yards shall not be less than seventeen (17) feet.

Additional Use Regulations in the MOR District, of the Zoning Ordinance (Section V-8)

- A. Wherever this ordinance imposes greater restrictions on properties in the MOR, Mixed-Office Residential Zoning District than in other zoning districts, the greater restrictions shall govern.
- B. As an incentive to encourage the adaptive re-use of existing principle structures in the MOR District, any proposal for a change of use, a building addition, and/or exterior remodeling of an existing structure(s) shall not require review by the Development Review Board. Adaptive re-use proposals shall comply with the requirements of the Urbana Zoning Ordinance although the Zoning Administrator may authorize adjustments to existing codes and regulations as specified in Section V-8.D. Adaptive re-use proposals shall demonstrate consistency with the established MOR design guidelines specified in Section XI-12.J. In cases where proposed addition(s) and/or remodeling efforts are so extensive as to result in substantial change to the appearance and/or scale of an existing building, the Zoning Administrator shall make this determination and shall then request Development Review Board review and approval of the project. The Development Review Board shall have the ability to make adjustments to existing codes and regulations for adaptive re-use projects for such projects as set forth in Section V-8.D. below.

C. New construction not incorporating the adaptive re-use of an existing structure in the MOR District must receive site plan approval from the Development Review Board in accordance with the provisions of the Board as specified in Section XI-12.

D. Adjustments to Existing Codes and Regulations for Adaptive Re-use Projects

1. As an incentive to encourage the adaptive re-use of existing structures in accordance with the purpose and objectives of the MOR District, the Zoning Administrator may authorize adjustments or modifications to the requirements of the Urbana Zoning Ordinance and Urbana City Code. The Zoning Administrator may authorize adjustments only when changes are proposed to the use of existing structures and/or when additions or exterior remodeling of existing principle structures is proposed. The purpose of this provision is to provide an incentive to re-use the existing structures in the District, to provide flexibility in meeting the City's requirements in using existing structures, and to preserve the overall character of the MOR District. This incentive shall not apply to new construction that does not incorporate the adaptive re-use of an existing structure. The Zoning Administrator is hereby authorized to make minimum adjustments or modifications to the following requirements of the Urbana Zoning Ordinance and Urbana City Code in the MOR District for adaptive re-use projects:

- a. Section VIII-2, Design and Specifications of Off-Street Parking;
- b. Section VIII-3, Location of Parking Facilities;
- c. Section VIII-4, Amount of Parking Required; except that no reduction in excess of 25% of the full parking requirements may be approved by the Zoning Administrator and no reduction of the parking requirements shall be approved for residential uses; residential use in the MOR District shall conform to the full parking requirements of Section VIII-4;
- d. Section VIII-5, Off-Street Loading Regulations;
- e. Article VI, Development Regulations; except that the Zoning Administrator is authorized to approve only the site plan adjustments listed in Section XI-3-C(2)(c) (i.e., for minor variations) and no others; and
- f. Chapter 7 of the City Code, Fences.

Commentary: The intent of Section V-8.F is to allow some flexibility in existing codes and requirements for adaptive re-use projects. In some instances, the strict application of the development regulations can make an adaptive

re-use project infeasible due to uncontrollable circumstances such as existing building placement on the lot, lot size, shape or location. The goal of this provision is to permit the Zoning Administrator to allow slight modifications when necessary to achieve the overall goal of adaptive re-use of existing structures.

Development Review Board (Section XI-12)

Please consult Section XI-12 of the Urbana Zoning Ordinance for the full details pertaining to the Development Review Board.

Design Guidelines (Section XI-12.J)

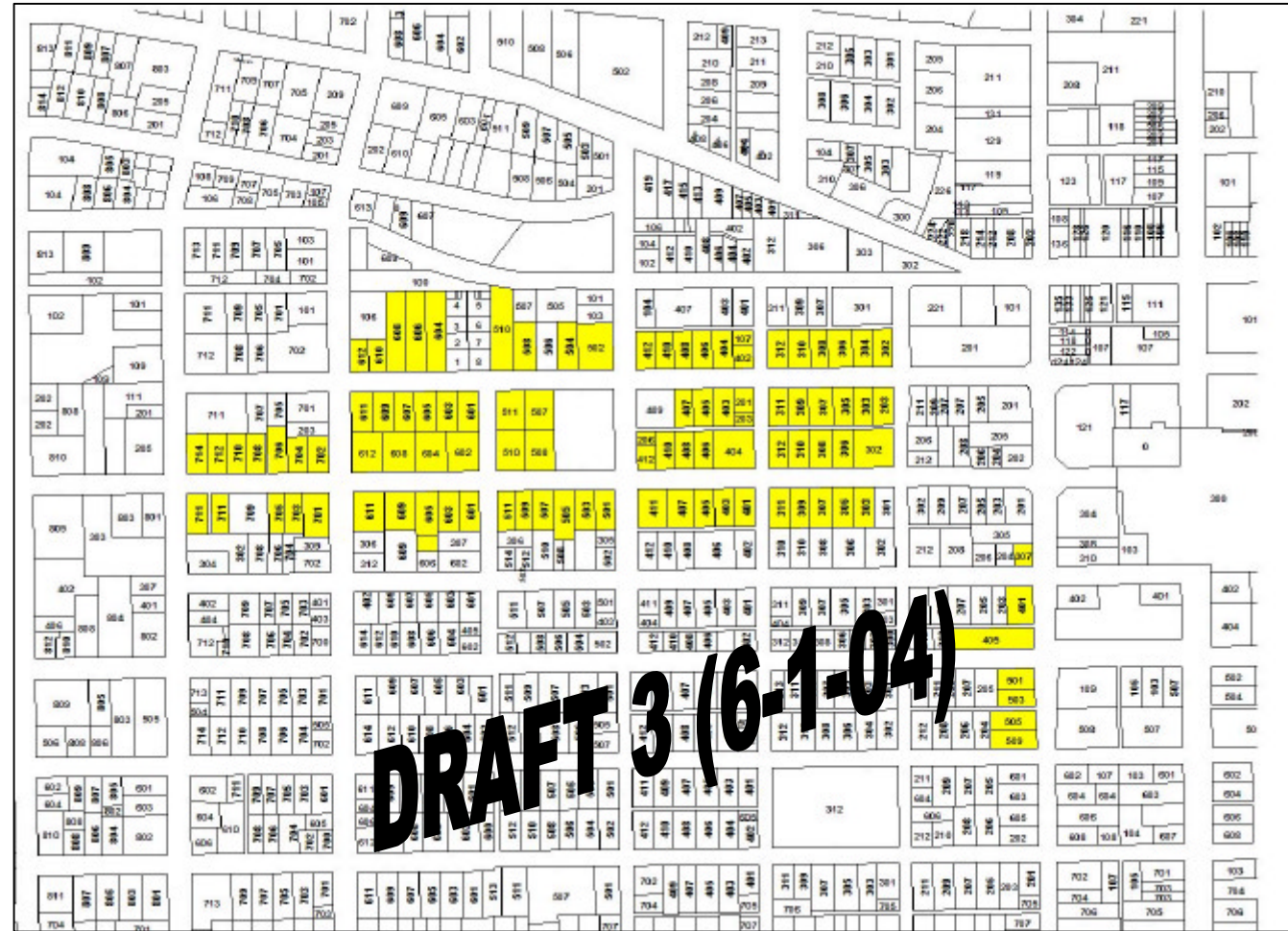
Please consult Section XI-12.J of the Urbana Zoning Ordinance for the full details pertaining to the M.O.R., Mixed-Office Residential Zoning District Design Guidelines. These guidelines are supplemental to the Urbana Zoning Ordinance and are available for the Community Development Services Department.

For more information on zoning in the City of Urbana call or visit:

City of Urbana
Community Development Services Department
400 South Vine Street
Urbana, IL 61801
(217) 384-2440
(217) 384-2367 fax
www.city.urbana.il.us

Revised 6/03/04

Mixed-Office Residential *Design Guidelines:*
**A design Guide for Developers,
Property Owners, & Citizens**



Intent of the Mixed-Office Residential District:

“The MOR, Mixed-Office Residential District is intended to encourage a mixture of residential, office and small-scale business land uses that are limited in scale and intensity and designed and constructed to be compatible with existing structures in the district. The district is intended to encourage the adaptive re-use of existing older structures through incentives that will extend the useful life of such structures. New construction shall be designed and constructed in a manner that is consistent with the character of the district. The land uses permitted and the development regulations required in the MOR District are intended to protect nearby residential uses by limiting the scale and intensity of the uses and buildings that may locate in this district. The MOR District is appropriate for mixed uses on small sites which need a careful evaluation of use-to-use compatibility so that the stability and value of surrounding properties are best protected”.



City of Urbana

--Urbana Zoning Ordinance, Article IV, Section 2. I.

Mixed-Office Residential *Design Guidelines*

City of Urbana

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I. Introduction

Purpose

The purpose of this guide is to provide design criteria for new business and residential development within the Mixed-Office Residential (MOR) Zoning District. The design guidelines and suggestions illustrated in this document will be used primarily by the Development Review Board and City Staff to review proposals within the MOR District.

This guidebook has been written in this format to allow property owners to understand how compatible design can be achieved within the MOR District. It is written in a format to allow property owners in the district to understand how compatible design should be achieved in the MOR District. The guidelines are intended to promote design compatibility of new structures, building additions, and remodels with the existing buildings found in the district. The guidelines are not intended to restrict innovation, imagination or variety of design. The guidelines address the quality of development recognizing that architectural design is ultimately formed by countless individual creative decisions.

Where Design Guidelines Apply

These guidelines apply to all properties that are zoned MOR, both adaptive re-use projects and new construction proposals. The design guidelines are design considerations that promote the goals defined by the intent of the District. Project

design approvals are based on both the site plan review which includes following the design guidelines illustrated in this document.

Building Code and Zoning Ordinances

The requirements of the Urbana Building Safety Code and the Zoning Ordinance must be met in addition to the MOR Design Guidelines. For more information about these development regulations please contact the Community Development Services Department at 384-2440 or see our Website at www.city.urbana.il.us to view the complete Urbana Zoning Ordinance.

Locally Designated Historic Structures

Local Historic Landmarks and properties within Local Historic Districts shall continue to comply with Article XII: The Historic Preservation Ordinance of the Urbana Zoning Ordinance.

II. (MOR) Mixed-Office Residential Background

(MOR) Mixed-Office Residential Background

The Mixed-Office Residential Zoning District was created as a result of the recommendations of the 1990 Downtown to Campus Plan. The Downtown to Campus Plan consisted of an area-wide zoning study for much of the West Urbana and campus neighborhoods. It was concluded in the plan that a special

office/residential zoning district was needed for much of the Green Street and Elm Street corridors. The purpose of the new district would be to allow a variety of residential, office, and commercial uses in the district but to encourage the adaptive re-use of the existing structures. The plan stressed that as an incentive to adaptively re-use existing structures, a wider variety of uses should be permitted. It was envisioned that Green Street and Elm Street could contain single-family and small-scale multi-family residential development along with small-scale boutique shops and offices intermixed and designed with a residential character.

The MOR Zoning District was adopted in 1991 and approximately 90 properties were rezoned to the new district. The Urbana Zoning Ordinance was amended to include provisions for the new district including a listing of uses allowed in the district as well as development regulations. A Development Review Board was established to review development proposals in the district. The membership of the Board consisted of city staff and contained criteria for reviewing proposals. The Development Review Board was specifically prohibited from considering the architectural design and character of proposals, and was to focus on issues related to building scale and orientation and the overall site design. From 1991 to 2002 there was relatively little development activity in the M.O.R. district. Approvals were granted for three new apartment buildings and a handful of remodels including the Lindley House Bed and Breakfast and Timothy John's Studio. From 1997 to 2002 there was no activity in the district until three separate requests were made to review new apartment developments in 2003. Structures were demolished at 508 and 510 West Green Street for construction of a church parking lot, and at 605, 611, 701 West Green were also demolished for new apartment buildings. The demolitions of homes for new multi-family structures and parking lots generated concern from nearby residents and called into question the effectiveness of the intent of the district which

was to foster adaptive re-use and encourage a mix of small scale uses. A structure at 302 West Green Street has been demolished in 2004 and currently lies vacant.

In 2003 the City Council directed staff to study changes to the district. In particular, it was requested that there be procedural changes to the Development Review Board and that architectural design be permitted to be considered when evaluating proposals. In November 2003 provisions were made to change the membership of the Development Review Board to consist of appointed individuals rather than city staff. The number of members on the Board was also increased from five to seven. Also, provisions for design guidelines were adopted for the Development Review Board to use when reviewing proposals.

One of the overriding concerns with the three multi-family development proposals in 2003 was that the district does not seem to be attracting development other than multi-family residential. Along with the amendments to the regulations for the district, consideration of alternative incentive programs was encouraged. These could be implemented in order to create a better market for small-scale business development to meet the goals and intent of the district.

III. (DRB) Development Review Board Procedure

The (DRB) Development Review Board

The (DRB) Development Review Board is a mayor-appointed board that holds public hearings and reviews applications for development within the MOR, Mixed-Office Residential Zoning District. The DRB may require applicants to submit plans, drawings, specifications and other information as may be necessary to make decisions in addition to the application requirements specified in XI-12.G. of the Zoning Ordinance.

Site Plan Review Criteria

Site plans for new construction not incorporating the adaptive re-use of existing structures must demonstrate conformance with the land use and development standards of the Urbana Zoning Ordinance. In addition, site plans (including elevations and floor plans) shall be reviewed and considered by the Development Review Board according to the criteria listed below:

Compatibility with Surrounding Neighborhood

Proposals shall demonstrate consistency with the intent of the MOR, Mixed-Office Residential Zoning District as stated in Section IV-2-I. In reviewing proposals the Development Review Board shall consider the effects of the proposed structure(s) and uses on adjacent properties and the surrounding neighborhood. The Board shall consider building location, orientation, setbacks, scale, bulk, massing, and architectural design.

Parking and Access

Proposals shall demonstrate that required parking areas are provided in accordance with Article VIII of the Urbana Subdivision Ordinance and that parking areas and access drives are designed to move traffic conveniently and safely in a manner that minimizes traffic conflicts, noise and visual impacts, while minimizing the area of asphalt or concrete. Proposals shall demonstrate the safe and convenient movement of handicapped persons and that the location and design of handicapped parking is in conformance with the requirements of the State of Illinois. Parking areas shall be screened from adjacent residential uses.

Screening and Landscaping

Proposals shall demonstrate the preservation of existing natural features where practical. The Development Review Board shall consider the effects that the proposal may have on the vegetative characteristics of the area and may require landscaping measures to mitigate any potential loss of character. Proposals shall also demonstrate compliance with all landscape and screening requirements identified in the Urbana Zoning Ordinance. The Development Review Board shall consider landscape and screening plans and their ability to effectively screen adjacent properties from possible negative influences that may be created by the proposed use. Retention of street trees along the Green and Elm Street corridors shall be encouraged.

IV. Design Guidelines

Design & Site Review

Proposals shall address the provisions for site details including exterior trash dumpsters, storage areas, loading areas, exterior lighting and signs. The Development Review Board shall determine if the site details are in conformance with the requirements of the Urbana Zoning Ordinance and if they are proposed in a manner that will not negatively impact adjacent properties and the character of the neighborhood. An important component of this review is the consideration of the architectural appearance relating to: Building Orientation, Openings, Outdoor Living Space, Building Materials, Parking areas, Landscaping, and Commercial Site Design as follows in this Design Guide for the MOR District. Proposals should demonstrate general conformance with the spirit of the following design guidelines and with the goals for the MOR, Mixed-Office Residential Zoning District as specified in the City of Urbana Zoning Ordinance.

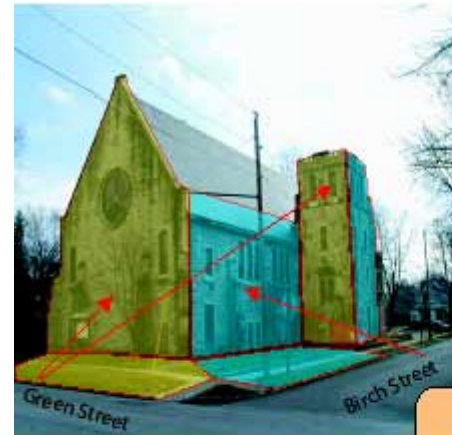
THE "FACADE ZONE"

The **Facade Zone** is important to the character of a site and includes not only the vertical wall of the building with its architectural qualities but also includes other elements of a site within the areas that the wall faces that are **visible from the public street** such as outbuildings, windows, doors, parking areas, street walls, signage and various other site details. It is important that site details in the facade zone are compatible with other buildings on the block face. All projects must follow the guidelines in this booklet, however, specific conditions are included throughout that may refer to any portion of the exterior of the primary structure.

The district is composed of a grid system of streets creating two types of lots: corner lots and interior lots. Corner lots are located at the intersection of streets and have two street facing facade zones. The majority of lots are Interior lots that have one facade zone facing the street.

FACADE ZONE - Design Guidelines

- 1) The main entrance of a structure should be on the front facade of the building. The entrance should be on the more major street frontage on a corner lot which has two facade zones. Major streets include Green, Elm and Race.
- 2) Additions to the main structures in the facade zone should be compatible with the architectural style of the main body of the structure.
- 3) Mechanical equipment such as air compressors, mechanical pumps water softeners, utility meters and the like, should not be located in a facade zone.



Corner Lot Example

Facade Zone 1
Facing from Green Street

Facade Zone 2
Facing from Birch Street

The design guidelines concentrate primarily on the facade zones because they are views from the public space, namely the sidewalk and streets.



Interior Lot Example

Facade Zone 1
Facing from Green Street

Interior Lots generally have one primary Facade Zone as depicted above.

BUILDING ORIENTATION & Patterns

Each block in the district displays predominant patterns. These patterns include lot sizes, setbacks, and building orientation. Projects within the district should be compatible with the patterns of building placement found on the block. Observing a block through both aerial and streetscape views is an important tool when identifying patterns on a block. The placement of a building should not drastically change or cause a visual disruption along the block or detract from neighboring properties.

BUILDING ORIENTATION & Patterns - Design Guidelines

- 1) The front of buildings should be positioned to face parallel to the street.
- 2) Building placement and orientation on a site should be consistent with other structures on the block face.
- 3) New construction projects and additions should incorporate common architectural characteristics found in the district. (e.g. porches, roof type, etc.)
- 4) In new construction, front yard setbacks may not be less than the average of front yard setbacks along the block face.
- 5) The use of architectural details and landscaping may help a new structure or building addition blend into the patterns on a block.

Aerial View Example



Streetscape View Example



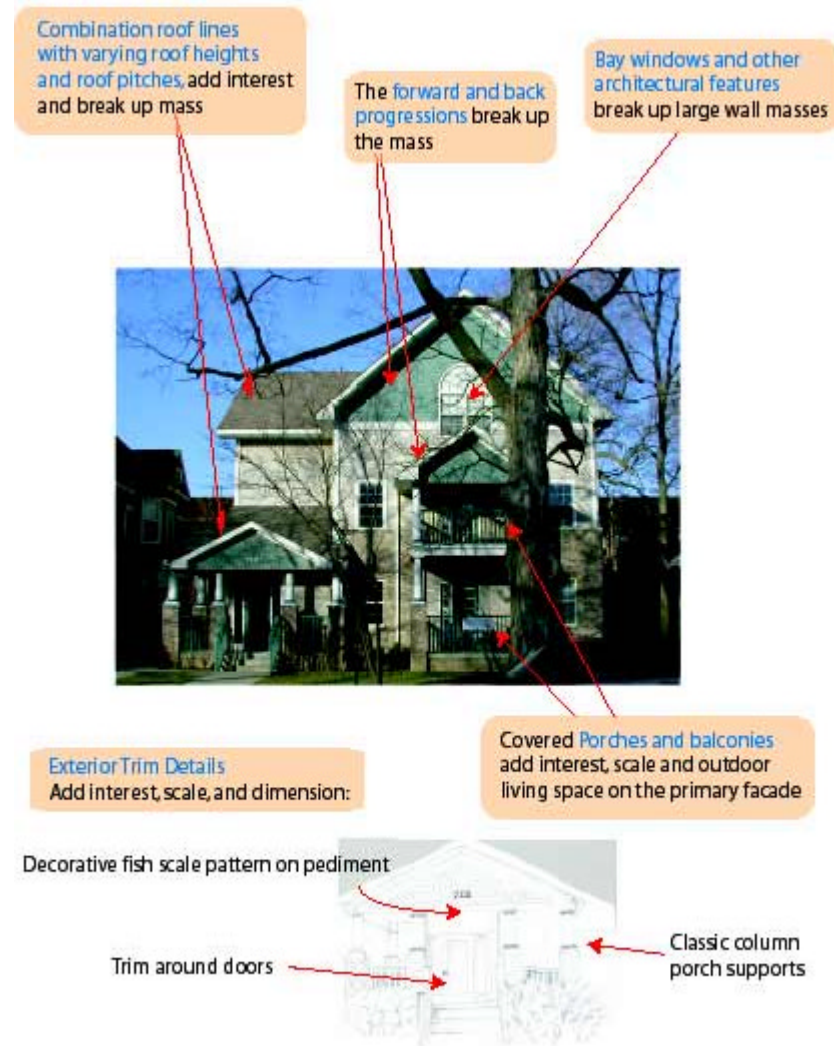
MASSING & SCALE

Massing is the three dimensional bulk of a structure: height, width, and depth.

Scale is the perceived relative height and bulk of a building relative to that of neighboring buildings. Proper scale, proportion and details are essential when blending any building into the MOR District. When a new development or building addition is larger in height or volume than the surrounding structures, the building mass should be varied through changes in the wall plane, building height, or roofline to reduce the perception of bulk and encourage compatibility. The architectural design should be such that it does not cause a visual disruption along the block face.

MASSING & SCALE- Design Guidelines

- 1) The height of new construction should be compatible with the height of other buildings on the block . The Zoning Ordinance limits building height to a maximum of 35 feet.
- 2) The "height to width ratio" of a structure shall be compatible with other structures on the block face. For example, if existing structures on a block have a height to width ratios of 2 : 1, then a height to width ratio 1: 3 for new construction may not be appropriate.
- 3) Covered Porches and balconies add interest, scale, and outdoor living space on the primary facades.
- 4) Use of various decorative details and exterior materials add interest, scale, and dimension.
- 5) Asymmetry and a combination of roof lines with varying roof heights and pitches can break up the mass. Roof pitch and shape should repeat other forms found throughout the district.



OPENINGS

Openings refer to the windows and doors on a structure. Openings and their arrangement are important to a structure's visual aesthetic. Materials, construction, and detailing of the openings is also important to the style of a building. Proposals within the district should be cognizant of the rhythm and patterns of openings on the facade. Height to width ratios for windows should encourage compatibility with the building architecture style as well as with the other styles found throughout the district. Openings in the facade zone should be in general conformance with the following guidelines:

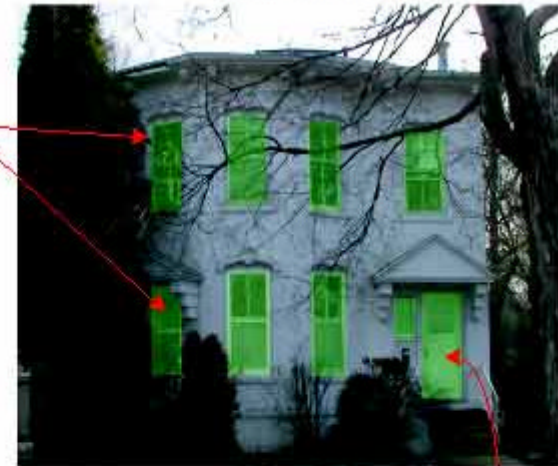
OPENINGS - Design Guidelines

- 1) An adequate amount of openings on a facade is important. Large wall expanses on a facade wall should be interrupted by windows.
- 2) A facade should have a consistent rhythm of openings.
- 3) Openings should be in proportion to others on the facade and they should be similar in size and scale.
- 4) Vertical openings should be utilized rather than horizontal.
- 5) True divided-lite windows are encouraged.
- 6) Sliding patio doors should not be used in the facade zones.
- 7) Balcony doors in the facade zones should be French-style, multi-lite paned and hinged.

Recommended

Multiple openings on facade

Openings are to scale and proportion with each other and display a consistent pattern and rhythm



Main entry in the facade zone

Not Recommended



No openings on facade

Facade consists of a singular flat plan

Facade incompatible with other neighboring properties

OUTDOOR LIVING SPACE: Balconies, Porches, & Patios

Porches are outdoor spaces that are elevated or located above grade and usually are partially or fully covered by a roof. Front porches help provide a transition between the public street and the private use of a building.

Balconies are outdoor living spaces located above the first floor of a structure. Balconies provide openings that are intended to be privately used by a dwelling unit. **Patios** are defined outdoor living space located at grade and do not have a roof.

Porches, balconies, patios, and similar structures that are visible from the street (in the facade zone) shall be designed with consideration to their overall compatibility with the design of the building, their "usability," and with their general compatibility with other properties on the block face.

OUTDOOR LIVING SPACE - Design Guidelines

- 1) Design and materials of a outdoor living spaces should include a variety of different types and styles, but should relate to and complement the overall composition of the building.
- 2) The roof line of front porches and balconies should be compatible with the main roof of the structure.
- 3) Outdoor living spaces should be large enough so that they are functional.
- 4) On corner lots, porches and/or stoops are encouraged to be located on both facades.
- 5) Porches are encouraged for new residential construction. Flat porch roofs that serve as covered balconies for the second floor are are permitted.
- 6) Balconies are allowed on multi-family residences above the first floor only.
Balconies directly abutting single-family residences are not permitted.
- 7) In general, terrace-like patios in the facade zone are discouraged for residential uses.
- 8) Mechanical equipment placed on balconies, porches, or patios is discouraged.



Not Recommended

Patios on first level are often inappropriate

Mechanical equipment limits usable space

Sliding patio doors are not preferred



Recommended
Roof lines and pitch correspond to main roof



Recommended
Porch design should be functional and should relate to the overall structure

MATERIALS

Properties in the MOR district have been built with many types of exterior materials depending on the building date of each structure. The result is a district containing a diversity of architectural styles and building materials. Over time various exterior materials have stood the test of time, while others that may have been used as less expensive substitutes have proven to be less durable than previously anticipated. In some cases, synthetic siding installed incorrectly over original siding accelerated the deterioration of the original structure. Ultimately, the choice of exterior material should be made based on both durability and aesthetics.

MATERIALS - Design Guidelines

- 1) Long-lasting or durable materials such as brick and wood clapboard are encouraged.
- 2) Recognizing the diversity of materials found throughout the district, the evaluation of material compatibility will strongly take the quality of materials into consideration.
- 3) Exterior treatment or siding should be long-lasting to preserve the integrity of the structure and provide an enhanced visual aesthetic to the block.
- 4) Research about the durability of materials is strongly encouraged especially when the use of synthetic exterior materials is proposed.
- 5) Roof materials should be compatible with the district. In the case of new additions, roof materials used should compliment those found on the main structure.

Examples of exterior siding materials used in the MOR



Examples of roofing materials



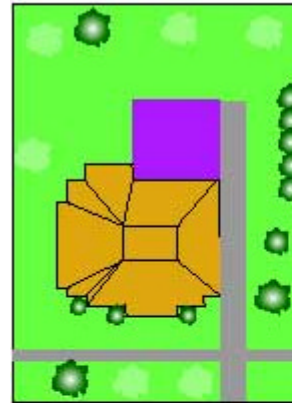
PARKING AREAS

The MOR district retains the scale and patterns of a traditional neighborhood in terms of the grid-street layout and public alleys. Vehicular access to properties must be appropriately incorporated into the site design. Although parking areas are integral to a site, softening their visual impact to adjacent properties and from the public street is particularly important in the MOR.

PARKING AREAS - Design Guidelines

- 1) Parking areas, including garages, should not be located in the facade zone and should be located behind the principal structure.
- 2) Where possible, parking shall be accessible by and shall take advantage of existing alleyways.
- 3) Screening of parking areas from adjacent properties should consider how the visual impact of cars will be shielded as well as the aesthetic character of the fence or landscaping to be provided. Use of hedges, wood fences or masonry walls should be considered.
- 4) Where appropriate, screening elements should be architecturally compatible with the principal building in terms of material quality and detail.
- 5) Below grade parking shall not be visible from the facade zone and should only be permitted when accessed from a rear alley. In no case shall a building have the appearance from the street of being elevated above parking level, or on "stilts."
- 6) Underground parking should be adequately screened unless the parking area directly abuts parking on the adjacent lot.

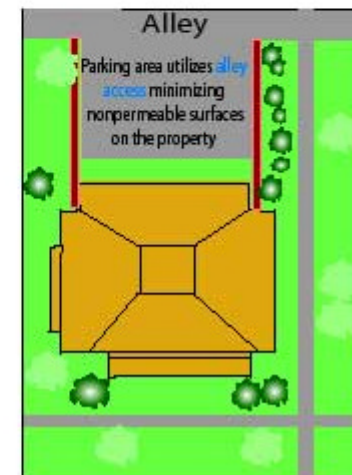
Recommended Parking Configuration Examples



Utilize rear loaded garages or parking areas located underneath a principal structure as it reduces bulk at street and visibility from the facade zone



Parking area located in rear yard and is heavy landscaping is used to screen headlights



Parking area utilizes alley access minimizing nonpermeable surfaces on the property

PARKING AREAS (Under a Principal Structure)

Recommended

Features of parking located below grade, under a principal structure



Below grade parking not visible from the facade zone



The adjacent two lots share parking access



The extending wall appears to be a component of the building wall of the principal structure

Not Recommended

Examples of Parking located under a Principal Structure



Buildings appears to be built upon stilts



Parking area is inadequately screened from other properties and from the facade zone



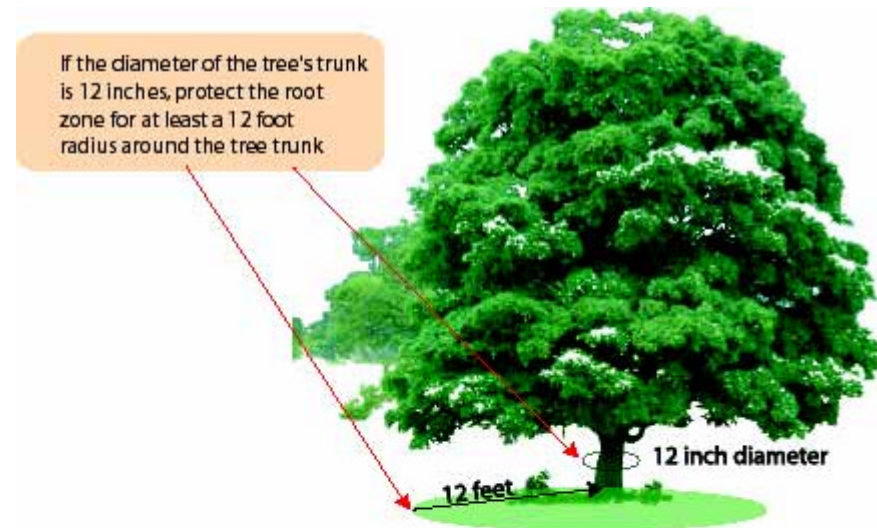
Parking area entrance located in the facade zone and vehicles are exposed

LANDSCAPING - Design Guidelines

Landscaping is an important design element when blending any building or parking area within the neighborhood. Landscaping can soften the mass of a building as well as accent its features. Preservation of mature trees, adding visual interest to individual properties, and providing effective methods of landscaping screening are important goals within the district.

LANDSCAPING - Design Guidelines

- 1) Retention of mature trees found on private property and within the parkways and other City right-of-way areas is strongly encouraged, specifically those trees along the Green and Elm Street corridors.
- 2) The City Arborist can determine the "significance" of a tree depending on its size and species.
- 3) Mature trees should be protected from root damage during construction, both on the subject property and the adjacent properties. The rule of thumb to use is a 1:1 ratio, for every inch of trunk diameter there should be a foot of protected zone radiating from the tree base. For example, if the diameter of the tree's trunk is 12 inches, protect the root zone for at least a 12 foot radius around the tree trunk.
- 4) Ornamental trees and other forms of landscaping such as foundation plantings can soften corners and help reduce the perception of bulk.
- 5) Landscaping for screening purposes should be done in consultation with the City Arborist, however, evergreens, dense deciduous shrubs, masonry walls and berms are recommended.
- 6) All plant material used for screening purposes should be maintained as live and vigorous material and should function to screen direct headlights. Landscaping should be maintained to ensure safe pedestrian and automobile traffic circulation on and off private property. Ornamental trees and foundation plantings help to soften corners and help reduce the perception of bulk.

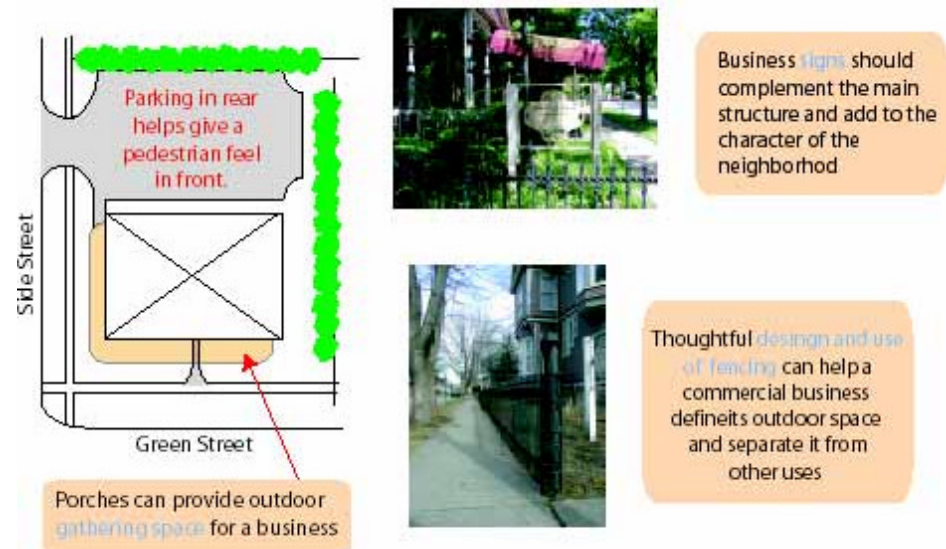


Commercial Site Design

The design of commercial uses should consider all of the previous Design Guideline sections of this handbook. This section is tailored to address specific design issues related to commercial development. The goal of commercial site design is to encourage small-scale businesses that are compatible with the residential character of the district. Compatibility can be achieved through building scale, careful design of facades, and by designing commercial to be pedestrian-oriented. A mix of uses is encouraged in order to create vitality and character.

COMMERCIAL - Design Guidelines

- 1) Adaptive reuse or renovation of existing buildings is encouraged and the primary goal of the district.
- 2) New commercial development should consider a mix of uses including upper-story residential. The design of new structures should be residential in character.
- 3) Business signs should be pedestrian oriented although visible to traffic. Signs should complement the design of the structure and should not obscure important features.
- 4) Parking, service delivery, and trash should be located at the rear of the building where possible.
- 5) Front porches and landscaped terraces can be used for gathering space.
- 6) Curb cuts and vehicular entrances should be minimized. Building owners are encouraged to share access points to their parking lots.



New Commercial Development

