

MINUTES OF A RESCHEDULED MEETING

URBANA PLAN COMMISSION

APPROVED

DATE: October 13, 2011

TIME: 7:30 P.M.

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

MEMBERS PRESENT: Carey Hawkins Ash, Andrew Fell, Tyler Fitch, Dannie Otto, Michael Pollock, Bernadine Stake, Mary Tompkins, Marilyn Upah-Bant

MEMBERS EXCUSED: Lew Hopkins

STAFF PRESENT: Jeff Engstrom, Planner II; Rebecca Bird, Planner I; Teri Anandel, Planning Secretary

OTHERS PRESENT: Susan Taylor

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

Chair Pollock called the meeting to order at 7:30 p.m. The roll was called and a quorum was declared present.

NOTE: Chair Pollock welcomed new members, Carey Hawkins Ash and Mary Tompkins, to the Urbana Plan Commission.

2. CHANGES TO THE AGENDA

There were none.

3. APPROVAL OF MINUTES

September 8, 2011 minutes. Ms. Stake moved to approve the minutes as presented. Mr. Ash seconded the motion. Mr. Fitch noted a correction on Page 6, Last Paragraph, Line 4. It should read as follows: “*add to the total parking count.*” The minutes were then approved as amended by unanimous voice vote by the Plan Commission.

4. COMMUNICATIONS

- Zoning Ordinance Update: Approved and Signed Ordinances and updated Table of Ordinances since the last republication was printed.

5. CONTINUED PUBLIC HEARINGS

Plan Case No. 2145-SU-11: A request by US Cellular on behalf of the Urbana School District for a Special Use Permit to construct a 150-foot monopole telecommunications tower with antennas, and a telecommunications equipment enclosure at 1201 South Vine Street in the City's CRE, Conservation-Recreation-Education Zoning District.

At the request of the applicant, US Cellular, this case was continued to a future meeting.

6. OLD BUSINESS

There was none.

7. NEW PUBLIC HEARINGS

Plan Case No. 2154-CP-11: A request by the Urbana Zoning Administrator to amend the 2005 Comprehensive Plan to adopt a Complete Streets Policy.

Rebecca Bird, Planner I, presented this case to the Plan Commission. She began by describing "complete streets". She explained that the proposed amendment came from the 2010 Urbana City Council and Mayor Goals and how the proposed amendment would alter the goals and objectives of the 2005 Comprehensive Plan. She mentioned that the 2008 Bicycle Master Plan supports the proposed amendment. She referred to the photos on pages 4 and 5 of the written staff report. She discussed the reasons for implementing complete streets policies. She mentioned that the Urbana Bicycle and Pedestrian Advisory Commission reviewed the proposed amendment and recommended adoption. She reviewed the Plan Commission's options and presented City staff's recommendation.

She referred to and talked about the photos on pages 4 and 5 of the written staff report. She reviewed the four key reasons for implementing complete streets policies, which are: 1) safety; 2) health; 3) sustainability; and 4) livability.

She stated that the proposed Complete Streets Policy has been reviewed and is supported by the Urbana Bicycle and Pedestrian Advisory Commission. If the proposed amendment is adopted, City staff will then prepare amendments to other related documents to work out the details of how to implement the Complete Streets Policy.

Ms. Bird reviewed the options of the Urbana Plan Commission and presented staff's recommendation. She asked if there were any questions about the proposed amendment.

Ms. Upah-Bant inquired as to whether there would be a map that shows what will be treated as older residential areas and what areas will have bicycle paths. Ms. Bird responded by saying that the idea of complete streets is that particularly in the parts of the City where development has already happened there is no prescription so it depends completely on the context. What is

written into the Manual of Practice that the City's Public Works Department is working on would mostly be about new development. When the Capital Improvement Plan allows the City to reconstruct or even resurface a road, City staff will look to see if it would be appropriate to add a bicycle facility. They would use the map in the adopted Bicycle Master Plan. However, there would not be any such guide or map provided in the proposed Complete Streets Policy that says what they should do in specific areas.

Ms. Stake wondered whether the City had plans to widen streets in the older areas. Ms. Bird replied that it would be very unlikely for a residential street to be widened because it is very expensive, and these types of streets do not carry high volumes of traffic travelling at high speeds. However, there are places where the sidewalks do need to be improved, especially around the schools, and some of those could involve widening the existing sidewalks. In the Safe Routes to School plan, there are maps for each of the schools that show how children are funneled onto particular routes. The ideal would be to have wide sidewalks on these particular routes.

Chair Pollock wondered if since the proposed amendment would be a guiding principal, would it instigate a change to the standards for the width of streets and sidewalks being constructed in new residential developments? Ms. Bird replied that City staff has had some discussions about this. In fact, in new residential areas, developers are constructing larger driveways to provide adequate parking. As a result, there is a lesser need for parking on the streets. Therefore, the City of Champaign has reduced their standards for street widths and included requirements for bicycle paths. If the City of Urbana staff proposed such changes, those changes would come before the Plan Commission for review and to make a recommendation to City Council.

Ms. Stake commented that in Stone Creek Subdivision, the sidewalk is in the middle of the road. She asked if an amendment similar to the one in the City of Champaign was made to the Urbana Subdivision and Land Development Code would it prohibit sidewalks being constructed in the middle of the street. Ms. Bird stated that she would look into this. Ms. Stake remarked that having a sidewalk in the middle of the street is too dangerous for children and older people. Chair Pollock explained that this was a request by the Atkins Group when they submitted plans for Stone Creek Subdivision. They wanted the sidewalk to be in the middle of the street as part of their design.

With no further questions from the Plan Commission for City staff, Chair Pollock opened the hearing up for public input. There was none, so he closed the public input portion of the hearing and opened it up for Plan Commission discussion and/or motion(s).

Ms. Stake moved that the Plan Commission forward Plan Case No. 2154-CP-11 to the Urbana City Council with a recommendation for approval. Mr. Fitch seconded the motion.

Roll call on the motion was as follows:

Mr. Fell	-	Yes	Mr. Fitch	-	Yes
Mr. Otto	-	Yes	Mr. Pollock	-	Yes
Ms. Stake	-	Yes	Ms. Tompkins	-	Yes
Ms. Upah-Bant	-	Yes	Mr. Ash	-	Yes

The motion was passed by unanimous vote.

Plan Case No. 2155-T-11: A request by the Urbana Zoning Administrator to amend Section XI-10.A of the Urbana Zoning Ordinance to revise the minimum standards for legal notices published in newspapers.

Jeff Engstrom, Planner II, presented this case to the Urbana Plan Commission. He began by pointing out that the proposed text amendment came about from a recent change in the Illinois State law regarding public hearing notices. He reviewed the changes that would be made to Section XI-10. Notification Requirements of the Urbana Zoning Ordinance if the proposed amendment was approved. He talked about how the proposed text amendment could save petitioners money. He read the options of the Plan Commission and presented City staff's recommendation.

Mr. Ash wondered how difficult it would be for a person to find a legal description for a property. Mr. Engstrom explained that the legal description is generally found on the deed for the property. A person could also go to the Champaign County Recorder's Office and get a legal description from almost any document that was recorded pertaining to the property.

With no further questions for City staff, Chair Pollock opened the hearing up for public input. There was none. Chair Pollock then closed the public input portion of the hearing and opened it up for Plan Commission discussion and/or motion(s).

Ms. Upah-Bant moved that the Plan Commission forward Plan Case No. 2155-T-11 to the Urbana City Council with a recommendation for approval. Mr. Fitch seconded the motion.

Mr. Ash stated that although he supports the amendment, he just wanted people to know where to be able to find the legal description for their property. Chair Pollock made a friendly amendment that City staff includes a small sentence in each legal ad letting people know that they could find the legal ad at the Champaign County Recorder's Office. The Plan Commission agreed to the friendly amendment.

Roll call on the motion was as follows:

Mr. Fitch	-	Yes	Mr. Otto	-	Yes
Mr. Pollock	-	Yes	Ms. Stake	-	Yes
Ms. Tompkins	-	Yes	Ms. Upah-Bant	-	Yes
Mr. Ash	-	Yes	Mr. Fell	-	Yes

The motion including the friendly amendment was passed by unanimous vote. Mr. Engstrom noted that this case would be forwarded to the Urbana City Council on November 7, 2011.

8. NEW BUSINESS

Case Nos. CCZBA-683-AT-11 and CCZBA-684-AT-11: Requests by the Champaign County Zoning Administrator to amend the Champaign County Zoning Ordinance concerning Rural Residential Overlay Districts.

Jeff Engstrom, Planner II, presented these two cases together because they both propose to enhance regulations on Rural Residential Overlay Districts in Champaign County. Case No.

CCZBA-683-AT-11 is about adding language to determine whether property is well-suited to be developed as a rural residential overlay district. Case No. CCZBA-684-AT-11 is about adding a requirement that rural residential overlay districts need to get special use permits from the County Board. They currently only require a map amendment.

He explained the purpose of a rural residential overlay (RRO) district and described when RROs are necessary. He briefly reviewed the changes that would be made to the Champaign County Zoning Ordinance if the proposed amendments were passed. He talked about the process and mentioned that the two cases will go before the Champaign County Board on October 20, 2011 for a final vote. He noted that this case would be forwarded to the Urbana City Council on Monday, October 17, 2011 with the recommendation that the Urbana Plan Commission decides upon, so that the City Council can make a recommendation to the Champaign County Board prior to their October 20, 2011 meeting. He reviewed the options of the Plan Commission and presented the City staff's recommendation.

Mr. Fitch questioned if the effect of the proposed amendment is to make it more difficult for development of farmland. Mr. Engstrom answered saying that the proposed amendment would allow the County Board to take a closer look at whether development of farmland would be appropriate.

Chair Pollock asked what kind of conditions is the County Board concerned about. Mr. Engstrom stated that there is a third case related to these two cases that will list those concerns and conditions. Chair Pollock wondered if they should hear the third case before making a decision on the proposed two amendments. Mr. Engstrom explained that the County needs to adopt these two amendments prior to adopting the ordinance stating what the standard conditions are.

With no further questions for City staff from the Plan Commission, Chair Pollock opened the hearing to public input. There was none, so Chair Pollock closed the public input portion of the hearing and opened it up for Plan Commission discussion and/or motion(s).

Mr. Fitch moved that the Plan Commission forward Case No. CCZBA-683-AT-11 and Case No. CCZBA-684-AT-11 to the Urbana City Council with a recommendation to defeat a resolution of protest. Ms. Stake seconded the motion.

Mr. Otto expressed concern about the case numbers belonging to the County and not being plan case numbers. Mr. Engstrom explained that when City staff receives these types of cases, we adopt the Champaign County case numbers as our numbers as well.

Ms. Upah-Bant stated that the Champaign County Land and Resource Plan took about two years to create and adopt. She served on the Board and feels it to be important for the City to reinforce the regulations set in the Plan with regards to using best prime farmland to develop into residential areas. She is happy to support the proposed amendments.

Chair Pollock commented that since the City will be reviewing many of the subdivisions in the extra-territorial jurisdiction (ETJ) area that will eventually become part of the City, he believes it to be a good idea to be part of as much planning and ensure that it fits with the City's regulations. Therefore, he supports the two amendments as well.

Roll call on the motion was as follows:

Mr. Otto	-	Yes	Mr. Pollock	-	Yes
Ms. Stake	-	Yes	Ms. Tompkins	-	Yes
Ms. Upah-Bant	-	Yes	Mr. Ash	-	Yes
Mr. Fell	-	Yes	Mr. Fitch	-	Yes

The motion was passed by unanimous vote.

9. AUDIENCE PARTICIPATION

There was none.

10. STAFF REPORT

Rebecca Bird reported on the walking tour titled, *"In Lincoln's Shadow"*. It is audio/visual podcasts with ten stops in and around Downtown Urbana. There will be a reception and an inaugural walk to kick off the walking tour. The reception will be held on Saturday, October 15, 2011. Everyone will meet at the Lewis Auditorium in The Urbana Free Library at 9:30 a.m.

Chair Pollock inquired as to whether a teacher could take a class on this walking tour and have some of the devices made available for them to download the podcasts. Ms. Bird stated that there will be about four iPods for loan to use on the walking tour.

Ms. Upah-Bant asked if the brochure is available on the City's website. Ms. Bird said yes. We also have paper copies of the brochure if anyone would like one.

11. STUDY SESSION

Urbana's Market at the Square Strategic Plan

Rebecca Bird, Planner I, gave the presentation on this topic to the Plan Commission. City staff is asking for comments from the Plan Commission that they can forward to the Urbana City Council on Monday, October 24, 2011. She talked about the following:

- Market Strategic Planning Process
- Market Strategic Plan – Draft
 - Market History & Background
 - Economic Development Impact & Potential
 - Trends & Issues
- Planning Process
 - Steering Committee
 - Public Input
 - Survey
- Mission Statement
- Goals
- Implementation Program Matrix
 - Create Advisory Board
- Open House for Draft Plan – Saturday, July 16, 2011

- Strategic Plan Update to City Council
- Next Steps

Mr. Pollock inquired as to whether the Market Director's pay came out of the Tax Increment Financing (TIF) District 1 or 2. Ms. Bird replied that she would have to check that. Mr. Pollock explained his concern is that there is an eclipse date coming soon on one of these two TIF districts. At some point, the funds will be gone and the City needs to be aware of this with regards to the Market Director's salary.

Mr. Fitch asked if there is something wrong with the brand for the market. Ms. Bird stated that some of the vendors were concerned that when the market's name changed from Urbana's Farmers' Market to Urbana's Market at the Square, the decision was made without their participation or input. They feel that "*Market at the Square*" moves it away from being a farmers' market, which is what it is. On the other hand, it is well known as being called the "*Market at the Square*" and changing the name might have a negative effect on the market. Mr. Fitch commented that he would be concerned if they removed the word "square" from the name. In his opinion, it should be called, "*Urbana's Market at Lincoln Square*".

Mr. Fitch inquired as to the definition of "*local*". Ms. Bird explained that the Market defined "*local*" as being within the State of Illinois. A potential problem with this definition is that it excludes things produced 50 miles away in Indiana, but includes things from 200 miles away in Southern Illinois. So, there has been some talk of whether the definition is appropriate or could be improved.

Mr. Fitch wondered if this pertains to ownership or operation. Would a national or regional franchise that is locally owned and operated qualify? Ms. Bird explained that the products sold at the market have to be grown or produced in the State of Illinois.

Ms. Upah-Bant asked about the survey results regarding longer hours at the market. Ms. Bird replied that some members of the public want longer hours for the market, but that the vendors aren't sure that would work as many of them are selling out of their products by 10:00 a.m. to 11:00 a.m. If the hours are extended, it could happen that the vendors would have to sit there for a longer period of time with nothing to sell. Another option is for the vendors to arrive later and stay longer, but then that cuts into the farmers' regular workday on the farm.

Chair Pollock inquired as to whether the vendors are required to stay to the end of the day once they are sold out of product. Ms. Bird said yes; however, she is not sure if it applies to the community groups.

Ms. Stake suggested changing the brand to "*Farmer's Market at Lincoln Square*".

Chair Pollock recommended that they be very careful about changing the name of the market. It is incredibly successful and is a regional attraction. The name means something to people. If you change the name, then you take a risk that it won't be successful anymore. You also take a risk if you change the hours.

Mr. Ash wondered if there is any mention of the Market at the Square in the Comprehensive Plan. It appears that this is turning into an economic engine that could potentially be a big driver for the City. Ms. Bird believed that it is mentioned in the Comprehensive Plan. Mr. Ash

continued by saying that it may be helpful as the Advisory Board is created that the City think of Urbana's Market at the Square as a structural component of the City and an enhancement of the City of Urbana.

Mr. Otto talked about the Farmer's Market in Bloomington, Indiana. He mentioned that he is a big fan of the Market at the Square. From the economic aspect of it, we are getting 10,000 visitors, which is all lost sales tax revenue for the City. Ms. Bird pointed out that the vendors do pay sales tax. The City's Finance Department has some of this data, but they are not allowed to reveal anything about individual vendors.

Mr. Otto remarked that he would like to see "Urbana" kept in the title if the City changes the brand of the market to ensure that it is recognized that it is Urbana's market. Ms. Bird agreed that this was important and stated that City staff are trying to foster the relationship between the market and downtown businesses. Some of the businesses have figured out how to do that; however, some of the patrons of the market have already come and gone by the time many downtown businesses have opened their doors.

Ms. Stake asked if the market would move indoors inside Lincoln Square in November. Ms. Bird clarified that the Market at the Square is run by City staff, and is distinct from the "Holiday Market". The Holiday Market is run by the Urbana Business Association. The policies of each market are quite different. As an example of this, she talked about the new token system at the Market and how as they are City of Urbana tokens, they will not be honored at the Holiday Market.

Mr. Fitch stated that this is a great plan, and he loves the market. However, he feels it is weak on the part of economic development. The sheer volume of money that comes through the market is not that much, so downtown Urbana is not going to be effected in a negative way because of the market.

In fact, the market could help downtown businesses. He would like to see the plan focus on this idea a little more. He likes the recommendations in the plan about working with the Urbana Business Association more, but it really needs more specifics mentioned. Once the Advisory Board is created they could look at this particular connection. This includes transitioning into the winter months with the market moving inside Lincoln Square. Lincoln Square is showing signs of becoming more successful with places like the Common Ground Food Co-op. Also the Lincoln Hotel is being renovated.

12. ADJOURNMENT OF MEETING

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Robert Myers, AICP, Secretary
Urbana Plan Commission