

MEETING MINUTES

JOINT MEETING of the URBANA DESIGN REVIEW BOARD and the MOR DEVELOPMENT REVIEW BOARD

DATE: January 12, 2017

APPROVED

TIME: 5:30 p.m.

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

MEMBERS PRESENT: Scott Kunkel, Nancy Ouedraogo, Dannie Otto, Jeffery Poss, Kim Smith, Maryalice Wu

STAFF PRESENT: Lorrie Pearson, Planning Manager; Teri Andel, Administrative Assistant II

OTHERS PRESENT: Adam Rusch

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

Chair Poss called the meeting to order at 5:47 p.m. Roll call was taken and a quorum was declared present.

2. CHANGES TO THE AGENDA

There were none.

3. APPROVAL OF THE MINTUES

There were none.

4. COMMUNICATIONS

There were none.

5. AUDIENCE PARTICIPATION

There was none.

6. CONTINUED PUBLIC HEARINGS

There were none.

7. OLD BUSINESS

There was none.

8. NEW PUBLIC HEARINGS

There were none.

9. NEW BUSINESS

There was none.

10. STAFF REPORT

There was none.

11. STUDY SESSION

Board Member Training

Chair Poss opened this item on the agenda. Lorrie Pearson, Planning Manager, gave a training presentation on the following:

- ✓ District Boundaries
 - ✓ Lincoln-Busey Corridor
 - ✓ East Urbana Design District
 - ✓ MOR Zoning District
- ✓ Board Membership
 - ✓ MOR Development Review Board
 - ✓ Design Review Board
- ✓ Public Hearings

Mr. Kunkel commented that one example of findings, evidence and considerations that must be “on-the-record” or presented at the meeting is if a board member drives by the subject property in a case and mentions what he/she saw. This happens quite frequently.

Ms. Pearson continued her presentation discussing the following:

- ✓ Miscellaneous
 - ✓ Open Meetings Act
 - ✓ Ex-parte communication
 - ✓ Criteria used for decisions must be within bounds of adopted guidelines and the Urbana Zoning Ordinance

Chair Poss stated that looking at the guidelines, Zoning Ordinance, and other documents can be overwhelming. When they have an actual case, City staff will prepare and distribute a packet including a staff report, which is very detailed. The staff report addresses legal issues, analyzes the criteria to be considered and states a staff recommendation for the case. There is a lot of very good background information included as well. If you read through this, then you will be

prepared for any case that comes up. Ms. Pearson added that a staff recommendation is just that. The board members are not required to follow the recommendation.

Mr. Otto asked Ms. Pearson to talk about communications from concerned citizens that are sent directly to the board members. Ms. Pearson replied that the best practice would be to provide a copy to City staff prior to the meeting to allow staff time to make copies to distribute at the meetings and incorporate it as part of the record. If a board member keeps that information to himself/herself, then it will not be part of the public hearing and cannot be considered when making a recommendation or decision.

Ms. Wu inquired about people who approach board members out in public and make comments or ask questions. How would a board member relay this? Ms. Pearson responded that the board member could generally announce that they have had conversations with neighbors and state the neighbors' concerns. Mr. Otto noted that he tells people to come to the meeting so that their concerns would be entered into the record. This prevents him from incorrectly relaying their concerns. He does not discuss details with the people who approach him in public.

Chair Poss asked if the any of the audience members had any questions.

Adam Rusch commented that he liked Mr. Otto's approach to referring people to attend the meeting rather than relaying what they told him.

Ms. Pearson ended by saying that the board members should not publicly support or oppose a case outside of the hearing. If you do, the by-laws state that it may be considered a conflict of interest and will prevent you from being able to vote on the case.

12. ADJOURNMENT

Ms. Smith moved to adjourn the meeting. Mr. Kunkel seconded the motion. The meeting was adjourned at 6:07 p.m.

Respectfully submitted,

Lorrie Pearson, Planning Manager

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OTHERS PRESENT: Adam Rusch

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

Chair Poss called the meeting to order at 5:36 p.m. Roll call was taken and a quorum was declared present with all members present.

2. CHANGES TO THE AGENDA

There were none.

3. APPROVAL OF THE MINTUES

The minutes from the January 15, 2015 meeting were presented for approval. Ms. Smith moved to approve the minutes as presented. Mr. Kunkel seconded the motion. The minutes were then approved by unanimous voice vote.

4. COMMUNICATIONS

There were none.

5. AUDIENCE PARTICIPATION

There was none.

6. CONTINUED PUBLIC HEARINGS

There were none.

7. OLD BUSINESS

There was none.

8. NEW PUBLIC HEARINGS

There were none.

9. NEW BUSINESS

Election of Chairperson

Chair Poss opened this item of business. Mr. Kunkel moved to nominate Jeffery Poss to continue to serve as Chairperson. Ms. Smith seconded the motion. With there being no other nominations, the motion was approved by unanimous voice vote. Mr. Poss accepted the position.

10. STAFF REPORT

Lorrie Pearson, Planning Manager, reported on the following:

- Administratively Approved Cases
 - 202 South Grove Street – Basement Stair Replacement in the East Urbana Design Review District
 - 1007 South Busey Avenue – Front Stair Replacement in the Lincoln-Busey Design Review Corridor
 - 902 South Lincoln Avenue – New Hipped Roof replacing existing flat roof. Scott Kunkel recused himself from discussion because the building is an affiliate of the company he works for. Chair Poss described the case in further detail.

11. STUDY SESSION

There was none.

12. ADJOURNMENT

Mr. Kunkel moved to adjourn the meeting. Ms. Smith seconded the motion. The meeting was adjourned at 5:42 p.m.

Respectfully submitted,

Lorrie Pearson, Planning Manager