

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**APPROVED**

**DATE:** June 23, 2022

**TIME:** 7:00 P.M.

**PLACE:** Council Chambers, City Building, 400 South Vine Street, Urbana, Illinois

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**PLAN COMMISSION**

**MEMBERS ATTENDING:** Dustin Allred, Andrew Fell, Debarah McFarland, Karen Simms, Chenxi Yu

**MEMBERS EXCUSED:** Will Andresen, Jane Billman, Lew Hopkins

**STAFF PRESENT:** UPTV Camera Operator; Kat Trotter, Planner II; Lily Wilcock, Planner II

**PUBLIC PRESENT:** Connie Habeck, Bonnie Humphrey, Tim Jefferson, Jenny H. Park, Mathew Robert and Ron XXX

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

Chair Allred called the meeting to order at 7:12 p.m. Roll call was taken, and there was a quorum of the members present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the June 9, 2022 regular meeting were presented for approval. Mr. Fell moved that the Plan Commission approve the minutes as written. Ms. Simms seconded the motion. The minutes were approved by unanimous voice vote.

The minutes of the June 9, 2022 closed session were presented for approval. Mr. Fell moved that the Plan Commission approve the minutes as written. Ms. McFarland seconded the motion. The minutes were approved by unanimous voice vote.

**4. COMMUNICATIONS**

There were none.

## 5. CONTINUED PUBLIC HEARINGS

There were none.

## 6. OLD BUSINESS

There was none.

## 7. NEW PUBLIC HEARINGS

### **Plan Case No. 2452-SU-22 – A request by Octapharma Plasma, Inc. for a special use permit to allow a plasma donation center at 220 North Broadway Avenue in the B-4, Central Business Zoning District.**

Chair Allred opened the public hearing for Plan Case No. 2452-SU-22. Kat Trotter, Planner II, presented the staff report for the case. She began by stating the purpose of the proposed Special Use Permit, which is to allow a plasma donation center in the B-4, Central Business Zoning District. She talked about the history of the subject property and noted the zoning, existing land use and future land use designations of the property and for the adjacent properties. She talked about the existing use of the subject property and showed photos of the site. She reviewed the requirements for a Special Use Permit according to Section VII-4.A of the Urbana Zoning Ordinance and read the options of the Plan Commission. She presented City staff's recommendation for approval with the following condition: *That six bicycle parking spaces are installed, in conformance with Section VIII-7 of the Urbana Zoning Ordinance.*

Chair Allred asked if the Plan Commission members had any questions for City staff.

Ms. Yu asked how big the subject property is and if the applicant planned to use all of the existing building. Ms. Trotter replied that the applicant planned to use 12,000 square feet of the existing 31,500 square foot building, which is located on a 3-acre parcel. She noted that most of the site is parking.

Mr. Fell asked if the Building Safety Division had looked at the application as a change in use of the property. Ms. Trotter said yes.

Chair Allred asked if the building would remain unchanged. There are not any plans to making improvements to the site, right? Ms. Trotter stated that there would be some internal renovations to make the space suitable for the plasma center use. While there would also be some changes to the façade, there would not be any structural changes made. There would also be the addition of bicycle parking spaces. There may be some planned parking lot improvements in the future, but not immediately.

Ms. Yu asked if the special use permit would only apply to the 12,000 square feet and not to the entire building. Ms. Trotter explained that the applicant did not submit a Site Plan because they are still working out the logistics with their planning team. However, the special use permit would apply to the plasma center use only; not for the entire building. The Plan Commission could add a

condition stating that it applies only to the 12,000 square feet intended to be used for the plasma center.

Mr. Fell asked if the applicant wanted to expand the use, would they need to request another special use permit. Ms. Trotter said yes. Mr. Fell commented that they would have no way of knowing if they expand without having a Site Plan tied to the special use permit.

Ms. Simms asked if the special use permit is granted, it would change the character and functionality of the space inside the building, correct? Ms. Trotter said yes. She mentioned that renovations will change the functionality of the space, and Octapharma Plasma, Inc. is signing a temporary lease for 12,000 square feet of the building, not for the entire building. They will have options to extend the lease, which will be in 5-year terms. If Octapharma leaves the space and a new medical use wants to locate in its space, the new tenant would need to get approval of a special use permit.

Chair Allred reviewed the procedure for a public hearing. He then opened the hearing for public input.

Jenny Park, attorney for the applicant, approached the Plan Commission to speak. She noted that Octapharma would not be purchasing the property. They would sign a ten year lease with two five-year options, so it would be essentially for 20 years. She confirmed that it is for a specific footprint totaling 12,000 square feet and not the entire building. She believed that the owner was in discussions with other tenants on the remaining space.

With there being no further public input, Chair Allred declared the public input portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he was not super concerned about the applicant expanding. It appeared that staff was not concerned either. He stated that he was not inclined to place a condition stating that they would need to come back for another special use permit as long as they stay within the footprint of the building. Would this be a warranted condition? Ms. Trotter stated that this was not something that staff discussed. She added that she felt comfort knowing there would be a lease agreement and that the owner intends for the building to be occupied by a different use. However, if the Plan Commission feels strongly about it, then they have the power to add a condition.

Ms. Simms stated that it would have been nice to see how the other uses were coming in with the proposed use. She said that she would like to see that the future businesses would be complimentary to the surrounding existing businesses and provide some complexity to the area.

Chair Allred stated that when he thinks about special use permits, one of the aspects is how to mitigate a use that is not allowed by right. There are sign regulations in the B-4 Zoning District that would regulate any business signage.

Ms. Yu asked who owns the property. Ms. Trotter stated that Niemann Foods owns the property.

Mr. Fell stated that he was thrilled a tenant wanted to take part of a 31,000 square foot building in the middle of anywhere.

Mr. Fell asked about the condition to provide bicycle parking spaces. Are there none on the site? Ms. Trotter replied that the ones on the site are unusable. Mr. Fell asked if other future tenants would be required to provide bicycle parking spaces as well. Ms. Trotter said yes. A change of use triggers several requirements, and bicycle parking is one of them.

Chair Allred asked if the bicycle parking was a requirement of the B-4 Zoning District, not being related to the special use. Ms. Trotter explained that no automobile parking is required in the B-4. Because there is so much automobile parking on site and because Octapharma is anticipating needing 43 parking spaces, City staff asked them to install bicycle parking up to the percentage that would be required if they were providing 43 parking spaces.

Chair Allred stated that he would lean towards not putting a limit on it. If they talk about what the impact of the use as presented to them is today versus what it would be if the use occupied the entire building, he was not sure how it would change in terms of its impact on traffic, noise, or operating hours.

Mr. Fell stated that he would like to have a condition that the proposed use would not be required to get another special use permit for them to occupy additional space within the confines of the building. Ms. Trotter stated that the applicant would not be required to get another special use permit if they expanded within the existing building because the special use permit is not bound to a Site Plan. Mr. Fell noted that if the applicant wanted to expand the building, then they would need a second special use permit.

Ms. Trotter stated that Kerry Clish, of Octapharma Plasma, Inc., was on the phone and able to answer any questions from the Plan Commission.

Mr. Fell asked if the lease allowed the company to expand their use within the existing building. Due to complications with technology, Ms. Park spoke for Mr. Clish saying that the company would like the ability to expand in the future without needing a second special use permit. Ms. Trotter confirmed that the special use permit would not be tied to a Site Plan, so they would be allowed by right to expand within the building.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2452-SU-22 to the City Council with a recommendation for approval with the following condition: *That six bicycle parking spaces are installed, in conformance with Section VIII-7 of the Urbana Zoning Ordinance.* Ms. Simms seconded the motion. Roll call on the motion was as follows:

Mr. Allred	-	Yes	Mr. Fell	-	Yes
Ms. McFarland	-	Yes	Ms. Simms	-	Yes
Ms. Yu	-	Yes			

The motion passed by a unanimous vote.

Ms. Trotter noted that this case would be forwarded to the City Council on July 11, 2022.

**8. NEW BUSINESS**

**Plan Case No. 2448-S-22 – A request by Kevin Modglin, Jason Dodds and Tim Jefferson for preliminary and final plat approval for the South Ridge IX Subdivision.**

Chair Allred opened Plan Case No. 2448-S-22. Kat Trotter, Planner II, presented this case to the Plan Commission. She began by stating the purpose for the proposed subdivision application and giving a brief background of the subdivision. She noted the location, zoning, existing land use and Future Land Use designations of the property and of the adjacent neighboring properties. She showed photos of the site and talked about the proposed development, specifically about access to the site and a request to waive the requirement for the street pavement width. She read the options of the Plan Commission and presented staff's recommendation for that the Plan Commission approve the Preliminary Plat and forward the Final Plat to the City Council with a recommendation for approval, including the requested waiver.

Chair Allred asked if the Plan Commission members had any questions for City staff.

Chair Allred asked for confirmation on the location of the storm water detention basins. Ms. Trotter confirmed that they are located on the east edge of the detention basin.

Chair Allred reviewed the procedure for a public hearing. He then opened the hearing for public input. He invited the applicant to speak first.

Tim Jefferson, applicant, approached the Plan Commission to answer any questions from the Commission.

Mr. Fell asked if they had experienced any issues with the street widths. Mr. Jefferson said no, but he has only been involved in developing Subdivision VIII and now Subdivision IX.

Mr. Fell asked if the right-of-way measured 60 feet. Ms. Trotter said that is correct.

Bonnie Humphrey approached the Plan Commission to speak. She stated that she and her neighbors are concerned about flooding in their backyards. She noted that she lives on Deer Ridge, and she asked if the proposed houses would be higher where the owners could look down on the existing houses. Ms. Trotter stated that the lots in Subdivision IX would be graded and drained. The lots would then drain to the east. Ms. Humphrey said that her street is to the east. If the drains get clogged with leaves and other debris, then would it drain into her backyard? Chair Allred replied that there will be, if there is not already, a storm sewer located between her house and the proposed new houses. Some of the stormwater will drain towards the back of the future homes, and some of the water will drain towards the street, and some of the water will drain towards the street into the gutter and down towards the storm sewer along Hillshire Drive.

Ms. Humphrey asked when the developer planned to start construction. Mr. Jefferson replied that he was not sure; it depended on the selling of the lots. Mr. Allred pointed out that the City Engineering Division has not reviewed construction plans as of yet. We are in the planning review stage of the use. Ms. Trotter added that we are in the first step. The next step will be the City Engineering Division looking at constructions plans, which involves what is on the Preliminary Plat but also includes grading, drainage, etc. beyond splitting the lot.

Connie Habeck approached the Plan Commission to speak. She reiterated what Ms. Humphrey talked about with regards to the new construction causing their backyards to flood. She stated that the grade behind her property is very high, so she is very concerned. Chair Allred said that he imagined the dirt was mounded up from previous site work. When looking at the plat, the change in elevation from the platform that the house will sit on and the lot to the west of her property is about a foot above the elevation of the street. He stated that he believed the end result of the grading of Subdivision IX would be much different than what currently exists.

Matthew Robert approached the Plan Commission to speak. He asked if the sidewalk would be continued on Philo Road. Ms. Trotter said that it is not shown along Philo Road on the plats; however, she recalled talking with Carl Hill about trails being provided. She said she would look into it and get back to him. Chair Allred asked if this was a requirement of the Subdivision Ordinance. Ms. Trotter said that sidewalks are not required along Philo Road.

Mr. Robert talked about the drainage. He said stormwater would run off south instead of east hydraulically. He mentioned that he works on the existing retaining ponds.

Chair Allred asked if the Engineering review would be done before the final plat is considered by City Council. Ms. Trotter replied no. It is done after the lots have been platted.

With there being no further public input, Chair Allred declared the public input portion closed and opened the hearing for Plan Commission discussion and/or motion(s).

Ms. Simms asked about the process to make sure that residents' concerns are formally addressed before a final decision happens. Ms. Trotter explained the process. She stated that this meeting was for review of the preliminary and final plats. Preliminary plats can be approved by the Plan Commission. Final plats go to City Council for approval. Then, there is an Engineering Plan review that is done by the City's Public Work's Department before any lots are developed. The Engineering Plan review would pertain to the grading and drainage of the sites. When building permits are requested, they are reviewed by the City's Building Safety Division, the Planning Division and sometimes again by the Engineering Division (depending on the scale of the development). She added that residents can voice their concerns at this meeting and at the City Council meeting. She will relay the concerns of the neighbors to the Engineering Division, and they can address those concerns when they do their review.

Ms. Yu asked when the sidewalk would be continued. It was continued all the way up to the proposed site for Subdivision IX. Ms. Wilcock stated that they would need to get back to the Plan Commission on this. Normally, it is developed when the parcels are constructed. However, if it falls into a right-of-way, then the City will need to work this out on how it gets done and the timing of it. Chair Allred asked if the Plan Commission should add a condition that if the alignment of the sidewalk falls within the parcels of the subdivision that the sidewalk be addressed. Ms. Wilcock said that they can take a look at this prior to going to City Council. Ms. Trotter added that the applicant has not asked for a sidewalk waiver so the sidewalk would ultimately need to be built.

Mr. Fell moved that the Plan Commission forward Case No. 2448-S-22 to the City Council with a recommendation for approval including the waiver for the street width. Ms. Simms seconded the motion.

Chair Allred stated that it was great that development is taking advantage of existing infrastructure that was already built.

Roll call on the motion was as follows:

Mr. Allred	-	Yes	Mr. Fell	-	Yes
Ms. McFarland	-	Yes	Ms. Simms	-	Yes
Ms. Yu	-	Yes			

The motion passed by unanimous vote. Ms. Trotter noted that this case would be forwarded to City Council on July 11, 2022.

## 9. AUDIENCE PARTICIPATION

There was none.

## 10. STAFF REPORT

Ms. Trotter reported on the following:

- The special use permit to allow an expansion of Tatman Towing was reviewed by the Committee of the Whole on Monday, June 20, 2022 and was forwarded to City Council on Monday, June 27, 2022. It is not on the consent agenda.
- The special use permit to allow an expansion of the Champaign County Jail was bumped to the Committee of the Whole meeting on July 5, 2022.

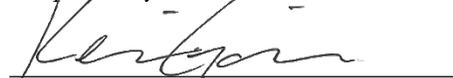
## 11. STUDY SESSION

There was none.

## 12. ADJOURNMENT OF MEETING

The meeting was adjourned at 8:21 p.m.

Respectfully submitted,



Kevin Garcia, Secretary  
Urbana Plan Commission