

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**APPROVED**

**DATE:** September 24, 2020

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

**PLACE:** Zoom Webinar

**MEMBERS ATTENDING REMOTELY:** Dustin Allred, Jane Billman, Andrew Fell, Lew Hopkins

**MEMBER ATTENDING AT CITY BUILDING:** Tyler Fitch

**MEMBERS ABSENT:** Chenxi Yu

**MEMBES EXCUSED:** Jonah Weisskopf

**STAFF PRESENT:** City of Urbana (Host); Kevin Garcia, Principal Planner; Marcus Ricci, Planner II

**OTHERS ATTENDING REMOTELY:** **Kaelob Capel, Bob Kapolnek**, David Line, Gokhul Ranganath

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

Chair Fitch called the meeting to order at 7:01 p.m. Roll call was taken, and there was a quorum present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES**

The minutes of the September 10, 2020 regular Plan Commission meeting were presented for approval. Mr. Fell moved that the Plan Commission approve the minutes as written. Ms. Billman seconded the motion. Roll call on the motion was as follows:

Mr. Allred	-	Yes	Ms. Billman	-	Yes
Mr. Fell	-	Yes	Mr. Fitch	-	Yes
Mr. Hopkins	-	Yes			

The minutes were approved by unanimous vote as written.

#### 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. 2404-SU-20 – A request by VitalSkin Dermatology for a Special Use Permit to allow a Medical Clinic at 1111 West Kenyon Road in the B-3, General Business Zoning District.**

Chair Fitch opened the public hearing for this case.

Marcus Ricci, Planner II, presented the staff report for Plan Case No. 2404-SU-20 to the Plan Commission. He explained the purpose of the proposed special use permit request, which is to allow the proposed dermatology clinic as a “hospital or clinic” use in the B-3 (General Business) Zoning District. He noted the location, zoning and land uses of the subject property and of the surrounding adjacent properties. He gave a brief background of the subject property and talked about the proposed use and the three stages of renovations that the applicant has planned for the existing building. He reviewed the requirements for a Special Use Permit according to Section VII-4.A of the Urbana Zoning Ordinance and presented an overview of the project. He read the options of the Plan Commission and presented staff’s recommendation for approval including the following condition: *Construction must be in general conformance with the site plan which allocates approximately 6,000 square feet to clinic space, entitled “VitalSkin Dermatology Corporate Offices – Interior and Exterior Renovation & Improvement Package, 1111 West Kenyon Road,” dated August 21, 2020 (Exhibit F), or approved revisions of these plans.* He pointed out that David Line and Kaelob Capel were present to answer questions.

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

Mr. Allred asked if there is any history of why the subject property is shown as Light Industrial on the Future Land Use Map. Does staff have any concerns with moving in a different direction? Mr. Ricci stated that he did not have any history of why the property is designated as Light Industrial. He could research this before the case goes before City Council. Chair Fitch pointed out that clinic or hospital is also a special use in the IN-1 (Light Industrial/Office) Zoning District. Kevin Garcia, Principal Planner, read the intent of the Light Industrial zoning designation from the Comprehensive Plan.

Mr. Fell asked about the phrase “approved revisions of these plans” in the recommended condition. He said this could mean an expansion even though Mr. Ricci stated that the planned

expansion of the existing building would not be for the dermatology clinic use. Mr. Ricci stated that he could clarify the language in the condition to say 6,000 feet of interior space with no expansion of the exterior or existing footprint.

There were no further questions for City staff. Chair Fitch opened the hearing for public input and explained the procedure. He invited the applicant to address the Plan Commission.

David Line, representative for the applicant raised his hand to speak. He thanked Mr. Ricci, Nick Hanson, Stepheny McMahon and Andrea Ruedi for doing an excellent job of assisting them in this process. They plan to renovate 6,000 square feet of the existing space within the confines of the structure, and they have no plans to expand outside of the footprint for the dermatology clinic. He would answer any questions that the Plan Commission may have. There were none.

With there being no further comments or questions from the public, Chair Fitch closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Mr. Fell expressed concern about the wording of the condition. However, if City staff is comfortable with the language, then he is okay with it. Mr. Ricci suggested striking “or approved revisions of these plans” which leaves the standard language requiring construction to be in general conformance with the site plan attached in the written staff report. This allows staff to approve small changes, but if the changes are large, then the applicant would be required to come back to the Plan Commission. Several members agreed this change would be acceptable.

Mr. Hopkins moved that the Plan Commission forward Plan Case No. 2404-SU-20 to the Urbana City Council with a recommendation for approval with the condition that *Construction must be in general conformance with the attached site plan which allocates approximately 6,000 square feet to clinic space, entitled “VitalSkin Dermatology Corporate Offices – Interior and Exterior Renovation & Improvement Package, 1111 West Kenyon Road,” dated August 21, 2020 (Exhibit F)*. City staff shall delete “or approved revisions of these plans” and rely on the standard language. Mr. Fell seconded the motion. Roll call on the motion was as follows:

Mr. Hopkins	-	Yes	Mr. Allred	-	Yes
Ms. Billman	-	Yes	Mr. Fell	-	Yes
Mr. Fitch	-	Yes			

The motion passed by unanimous vote. Mr. Ricci noted that this case would be forwarded to City Council on October 12, 2020.

**8. NEW BUSINES**

There was none.

**9. AUDIENCE PARTICIPATION**

There was none.

**10. STAFF REPORT**

There was none.

**11. STUDY SESSION**

There was none.

**12. ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:25 p.m. (24 minutes)

Respectfully submitted,

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Kevin Garcia, Secretary  
Urbana Plan Commission