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**DATE:** Wednesday, May 18, 2022  
**TIME:** 7:00 P.M.  
**PLACE:** Urbana City Council Chambers

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### AGENDA

1. **Call to Order, Roll Call & Declaration of Quorum**
2. **Changes to the Agenda**
3. **Approval of Minutes**  
Minutes from the July 21, 2021 Closed Session Meeting  
Minutes from the February 16, 2022 Regular Meeting
4. **Communications**
5. **Continued Public Hearings**
6. **New Public Hearings**
7. **ZBA-2022-MAJ-02** – A request by Marco Bustillos for a major variance to allow a 144 square foot, 27-foot tall freestanding sign at 1511 East Washington Street in the B-3, General Business Zoning District.  
  
**ZBA-2022-MAJ-03** – A request by Bendsen Sign & Graphics, on behalf of VitalSkin Dermatology, for a major variance to allow a 10-foot tall freestanding sign at 1111 West Kenyon Road in the B-3, General Business Zoning District.
8. **Old Business**
9. **New Business**
10. **Audience Participation**
11. **Staff Report**
12. **Study Session**
13. **Adjournment**

NOTE: Please note that the details of a request or application related to an agenda item may change during the public review process. For example, a Major Variance case may be revised to require only a Minor Variance, which may be approved by the ZBA.

Persons with disabilities needing special services or accommodations for this meeting should contact staff at (217) 384-2440 or email [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us).

# PUBLIC INPUT

## Zoning Board of Appeals Meeting on Wednesday, May 18, 2022

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner.

Public Input will be taken in the following ways:

### **Email Input**

Public comments must be received prior to 5:00 pm (Central Time) on Tuesday, May 17, 2022 at the following: [Planning@urbanaininois.us](mailto:Planning@urbanaininois.us). The subject line of the email must include the words "ZONING BOARD OF APPEALS - PUBLIC INPUT" and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than four (4) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

#### **Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the Planning Division staff at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2440
- Email: [Planning@urbanillinois.us](mailto:Planning@urbanillinois.us)

#### **Watching the Meeting via Streaming Services**

Anyone can watch the meeting on streaming services or UPTV. The meeting will be recorded by the City as part of the record. The recorded video will be available on the City's website by noon on the following Friday.