



CITY OF URBANA ZONING BOARD OF APPEALS REGULAR MEETING

DATE: Wednesday, January 17, 2024

TIME: 7:00 PM

PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

A. Roll Call and Declaration of Quorum

B. Changes to the Agenda

C. Approval of Minutes

Minutes of the December 13, 2023 Special Meeting

Minutes of the December 20, 2023 Regular Meeting

D. Written Communications

E. Continued Public Hearings

F. New Public Hearings

ZBA-2023-MAJ-05: A request by Andrew Fell, on behalf of Yasmin Bobat, Trustee, for a Major Variance to reduce the required front yard along McCullough Street from 20 feet, 4 inches to 5 feet at 408 West Main Street in the R-4 (Medium Density Multiple-Family Residential) Zoning District.

ZBA-2023-MIN-04: A request by Tanner Shiley, on behalf of Aaron Haunhorst dba ECI Holdings, LLC, for a Minor Variance to reduce the required rear yard from 10 feet to 7 feet, 6 inches, at 805 and 809 Perkins Road in the B-3 (General Business) Zoning District.

G. Old Business

H. New Business

I. Audience Participation

J. Staff Report

K. Study Session

L. Adjournment

PUBLIC INPUT

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

In order to be incorporated into the record, emailed public comments must be received prior to 5:00 pm on the day preceding the meeting and sent to the following email address: 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).

Public Hearing

Any person desiring to appear at the public hearing and present testimony may speak during each public hearing at the time they appear on the agenda. This shall not count towards regular Public Input for the meeting. The Public Hearing is an opportunity for comments and questions to be addressed specific to each case. Board or Commission members are permitted to respond and engage during this time and/or the Chairperson may direct the applicant to respond during rebuttal. Comments unrelated to any of the public hearings listed on an agenda should be shared during the Public Input portion of the meeting where Verbal Input guidelines shall apply.

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.

Verbal input is limited to no more than five (5) minutes per person. The Chair may extend this limit, or if the Chair does not enforce or extend the time limit, the extension shall be decided without debate by a motion approved by the majority vote of the members of the Board present. The Chairperson shall also have the authority to reduce the time limit to three (3) minutes or a shorter time agreed upon by the Zoning Board members.

The total time for Audience Participation is no more than one (1) hour unless adjusted by majority vote. A person may participate and provide input once during Audience Participation and may not cede time to another person, or split their time if Audience Participation is held at two (2) or more different times during a meeting.

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. Audience Participation 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 City at least 48 hours in advance using one of the following methods:

Phone: 217.384.2440

Email: Planning@urbanailinois.us

Watching the Meeting via Streaming Services

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanailinois.us/uptv>.