CITY OF URBANA

# ZONING BOARD OF APPEALS
# REGULAR MEETING

**DATE:** Wednesday, November 18, 2026
**TIME:** 7:00 PM
**PLACE:** Council Chambers, City Hall, 400 South Vine Street, Urbana, IL 61801

## AGENDA

**A. Roll Call and Declaration of Quorum**

**B. Changes to the Agenda**

C. **Approval of Minutes of the Previous Meeting**

Minutes of October 21, 2026 Regular Meeting

**D. Written Communications**

**E. Continued Public Hearings**

**ZBA-2026-MAJ-02** - A request by Anne Lukeman, on behalf of CU Adventures, for a Major Variance to reduce the minimum required setback for a freestanding sign from eight feet to one foot from the public right-of-way, a reduction of seven feet, to allow the installation of a freestanding sign at 400 North Broadway Avenue in the B-4 (Central Business) Zoning District.

**F. New Public Hearings**

**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@urbanail.gov**. 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 state so. 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 specifically 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.

Public comment shall be limited to no more than five (5) 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 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 any 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@urbanail.gov**

**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://www.urbanail.gov/executive-department/page/urbana-public-television**.