

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**APPROVED**

**DATE:** January 15, 2026

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

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

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**MEMBERS ATTENDING:** Dustin Allred, Will Andresen, Andrew Fell, Bill Rose, Chenxi Yu

**MEMBERS EXCUSED:** Karen Simms

**STAFF PRESENT:** Olivia Jovine, Director of Community Development | Zoning Administrator; Aimirou Sy, Planner II; Teri Anandel, Planning Administrative Assistant II

**OTHERS PRESENT:** Susan Norris, Jeff Sloan

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**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:00 p.m. Roll call was taken, and there was a quorum of the members present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF MINUTES OF PREVIOUS MEETING**

There were none.

**D. COMMUNICATIONS**

There were none.

**E. CONTINUED PUBLIC HEARINGS**

**Plan Case No. 2517-M-25 – A request by Susan Norris, on behalf of Charlotte Pug Holdings, LLC, to rezone 904 East Main Street from R-3 (Single-Family Residential) Zoning District to B-3 (General Business) Zoning District.**

Chair Allred reopened Plan Case No. 2517-M-25. He reviewed the process for a public hearing.

Aimirou Sy, Planner II, presented an update for the case to the Plan Commission. He began by explaining that this case was continued to this meeting date to allow Planning staff to provide

clarification regarding use intensity, compatibility, and Comprehensive Plan alignment. He stated the applicant's intentions for the proposed rezoning to redevelop the proposed site in conjunction with the adjoining property at 908 East Main Street, which is already zoned B-3. He pointed out that any redevelopment or expansion of the proposed site would require approval of a conditional use permit and site plan review.

Mr. Sy stated that staff acknowledges "Neighborhood 1" areas to remain primarily residential. However, the *Imagine Urbana* Comprehensive Plan anticipates neighborhoods serving commercial uses along neighborhood edges and corridors. He showed a location map and noted that there are other B-3 zoned properties as well as B-2 (Neighborhood Business – Arterial) zoned properties along the East Main Street corridor. Development regulations apply regarding setbacks, height, parking requirements, and buffering. Higher intensity uses would require approval of a conditional use permit, which would provide another opportunity for public input and for the City to impose conditions to ensure compatibility.

He reviewed how the proposed rezoning related to the LaSalle National Bank criteria. He summarized staff findings and presented staff's recommendation for approval.

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

Mr. Rose inquired about the animal/hospital use in Table V-1. He found it listed as veterinary hospital.

Chair Allred asked how long the existing house was unoccupied. Mr. Sy stated that the house was just demolished. It was purchased by the Animal Hospital in September of 2025.

Chair Allred stated that some uses allowed by right in the B-3 zoning district could potentially be problematic for the residential neighborhood. The Plan Commission needs to consider the ramifications of those uses in the future. He asked if there are any existing mechanisms to address the performance of those potential uses. Mr. Sy explained that the mechanism is the dimensional standards of the Zoning Ordinance, such as setbacks, building height, parking requirements, and buffering. Chair Allred asked if the City would rely on other mechanisms such as the Noise Ordinance with regards to the operation of an intense use. Olivia Jovine, Director of Community Development and Zoning Administrator, pointed out that the Zoning Ordinance requires a 100-foot buffering between a commercial property and the nearest residential use. Although there are no operational restrictions in the Zoning Ordinance, the Noise Ordinance would control any nuisance created by noise levels.

Chair Allred asked if there are any plans for expansion. Ms. Jovine said not at this time; however, the applicant could speak more on this.

With there being no other questions for City staff, Chair Allred opened the public hearing for public input. He invited the applicant to speak on behalf of their proposed rezoning request.

Susan Norris, applicant, approached the Plan Commission. She said that they plan to expand in the next 12 to 18 months. They need to get financing in place first. They will work with City staff to figure how far they would be allowed to expand.

She mentioned that one of her clients is a surveyor. She was thinking of joining 904 and 908 East Main Street into one parcel. She hoped this would negate some of the Plan Commission's concerns. She noted that the house was demolished this week, and the lot looks really nice. She stated that she would be happy to answer any questions.

Ms. Jovine noted that Ms. Norris and her team at the Good Friends Animal Hospital have been talking with City staff for over a year and pursuing opportunities for expansion. They have a need for additional office space on site. Combining the lots would be considered a minor subdivision and would be an administrative action. Planning staff would be happy to walk her through the process.

With there being no further public comment, Chair Allred closed the public input portion of the hearing and opened the hearing for Plan Commission discussion.

Mr. Fell pointed out that the reason 908 East Main Street is zoned B-3 is because there used to be a gas station on the lot when the City rezoned many years ago. If the gas station would not have been there, then the property would probably not have been rezoned to R-3. Most likely it would have been zoned R-3 (Single and Two-Family Residential). The Animal Hospital would have never been allowed to be constructed on the site.

Having said this, Mr. Fell stated that he feels the Animal Hospital is a great addition to that neighborhood in our community. He used their services for a long time. The Animal Hospital is landlocked, and he feels that a future expansion would be the highest and best use of the lot next to it. He is in favor of letting this business expand.

Mr. Fell said that he is conflicted in that the Plan Commission should be thinking about the use of the land if rezoned further down the road say in 30 years. He does not know how the Plan Commission can protect their desire to help this business with their need to protect the community. This is a dilemma to him.

Ms. Yu said that she did not see a problem with rezoning the proposed lot because there are a lot of other B-3 and B-2 zoned properties. Chair Allred stated that he looked at the zoning along the East Main Street corridor prior to this meeting. He feels less concerned about allowing some of the potential uses that are allowed by right in the context of the number of business zoned parcels already in this corridor. The City just adopted a new comprehensive plan and did not identify this as a business corridor so it may be something that we would want to provide a little more nuance in terms of how we think about this area based on current uses and current zoning. It may make more sense to think about this as a corridor as opposed to just a residential neighborhood.

Mr. Rose recalled the issue they discussed at the previous meeting and the reason they continued the case to tonight's meeting was about other uses that would be allowed by right in a B-3 zoning

district. The proposed use of a small animal veterinarian hospital strongly meets the LaSalle National Bank criteria. So, in his view, compliance between the zoning and the use outweighs ideas that we could have concerns about future uses that makes them uncomfortable.

Mr. Rose moved that the Plan Commission forward Plan Case No. 2517-M-25 to the Urbana City Council with a recommendation for approval for the reasons expressed by City staff. Mr. Andresen seconded the motion.

Mr. Fell said that while he holds to his original opinion, he also agrees with the notion that East Main Street is becoming a corridor. He has faith that by the time the property would turn over because of the Animal Hospital folding is a very long time from now, and he believes that the entire neighborhood will look very different. So, for this reason he is willing to vote in favor of the motion.

Chair Allred stated that looking at the larger expanse of this section of East Main Street and seeing how mixed it is in terms of zoning, it seems to be transitioning to a corridor with more intense uses. This in addition to the fact that the City has other laws and ordinances that we can rely on to address any kind of nuisance issues that might arise in the future is what he is basing his vote on.

Mr. Fell pointed out that the Plan Commission continued the case from the previous meeting, so the public has had two chances to weigh in on the proposed rezoning. They have only received one communication that was in favor of the request. This is another reason he will vote in favor of it.

Roll call on the motion was as follows:

Mr. Andresen	-	Yes	Mr. Fell	-	Yes
Mr. Rose	-	Yes	Ms. Yu	-	Yes
Mr. Allred	-	Yes			

The motion was passed by unanimous vote. Ms. Jovine stated that this case would be forwarded to the Committee of the Whole on February 2, 2026.

**F. OLD BUSINESS**

There was none.

**G. NEW PUBLIC HEARINGS**

There were none.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Ms. Jovine reported on the following:

- Principal Planner position is posted online and through many other resources, with a priority response date of January 23, 2026.
- Planner I – The new staff person will begin work on January 26, 2026. She has a background in historic preservation.
- Planning Fraud – The Planning Division has been experiencing some serious fraud. She explained that it is due to our public noticing requirements and placing packet information on the City website. An applicant’s information and details of their case is then captured by the person doing the fraud, and that person then emails a fake invoice from a spoof account that looks like the Planning Inbox to the applicant. The invoice looks real having the City’s logo on top and containing details of the application. Staff has received multiple complaints over the last six months. Staff is working with the City’s IT Department and will be implementing some best practices moving forward. She noted that Planning staff only collects application fees at the beginning of the application process. A complete application includes payment of the application fee. Planning staff would then only bill for the legal ad placed in the News Gazette and if the document needs to be recorded with Champaign County Recorder’s Office. She stated that the fake invoices are for several thousands of dollars and requests payment by electronic transfer. If anyone receives an invoice from the City of Urbana Planning Division, please contact us first to verify if it is legit before paying it. In the meantime, staff has updated our email signatures to add a warning, and we are redacting any personal information in the applications.

**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

*Olivia Jovine*

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Olivia Jovine, Secretary  
Urbana Plan Commission