



**MINUTES OF SPECIAL MEETING  
URBANA ZONING BOARD OF APPEALS**

**APPROVED**

**DATE:** April 9, 2025

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

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

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**MEMBERS ATTENDING:** Joanne Chester, Matt Cho, Ashlee McLaughlin, Nancy Uchtmann, Charles Warmbrunn, Harvey Welch

**MEMBERS EXCUSED:** Adam Rusch

**STAFF PRESENT:** Marcus Ricci, Planner II; Teri Anel, Planning Administrative Assistant II

**OTHERS PRESENT:** Zainab Calcuttawala

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

Chair Welch called the meeting to order at 7:02 p.m. Roll call was taken, and a quorum was declared present.

**B. CHANGES TO THE AGENDA**

There were none.

**C. APPROVAL OF PREVIOUS MINUTES**

There were none.

**D. WRITTEN COMMUNICATIONS**

- Email from Joanne Budde regarding the court case Beringer Commons Residents vs. the City of Urbana
- Email from Richard Cahill regarding Case No. ZBA-2025-C-01
- Letter from C. K. Gunsalus and Michael W. Walker regarding Case No. ZBA-2025-C-01
- Email from Esther Patt regarding Case No. ZBA-2025-C-01

**E. CONTINUED PUBLIC HEARINGS**

There were none.

NOTE: Chair Welch reviewed the procedure for a public hearing and swore in members of the audience who wished to speak on a case.

## **F. NEW PUBLIC HEARINGS**

### **ZBA-2025-C-01 – A request by Zainab Calcuttawala for a Conditional Use Permit to allow a second principal structure at 602 West High Street in the R-3 (Single- and Two-Family Residential) Zoning District.**

Chair Welch opened the public hearing for Case No. ZBA-2025-C-01. Marcus Ricci, Planner II, presented the staff report to the Zoning Board of Appeals. He began by explaining the reason for the proposed conditional use permit, which is to create a second principal structure on the subject property. He stated the history of the property and described the proposed site and the surrounding parcels noting the existing land uses, zoning, and future land use designations of each. He reviewed the requirements for a conditional use permit according to Section VII-2 of the Urbana Zoning Ordinance. He showed photos looking at the subject property from the west, east, north and south. He reviewed the summary of findings in the written staff report and noted the communications that were received for this case. He read the options of the Zoning Board of Appeals and presented staff's recommendation for approval. He noted that the applicant is in the audience to answer questions.

Chair Welch asked if any members of the Zoning Board of Appeals had questions for City staff. There were none. Chair Welch opened the public hearing for public input. He invited the applicant to speak.

Zainab Calcuttawala, applicant, approached the Zoning Board of Appeals to speak. She thanked the Zoning Board of Appeals for holding a special meeting. She stated that her main intention is to add a bathroom and kitchen to the overhead space in the garage because her mom is aging and will eventually move to Urbana.

With there being no further input from the audience, Chair Welch closed the public input portion of the hearing and opened it up for discussion and/or motion(s) by the Zoning Board of Appeals.

Ms. McLaughlin moved that the Zoning Board of Appeals approve Case No. ZBA-2025-C-01 as submitted and based on staff's findings. Ms. Uchtmann seconded the motion. Roll call on the motion was as follows:

|              |   |     |                |   |     |
|--------------|---|-----|----------------|---|-----|
| Mr. Cho      | - | Yes | Ms. McLaughlin | - | Yes |
| Ms. Uchtmann | - | Yes | Mr. Warmbrunn  | - | Yes |
| Mr. Welch    | - | Yes | Ms. Chester    | - | Yes |

The motion was approved by unanimous vote of 6-0.

## **G. OLD BUSINESS**

There was none.

## **H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Ricci reported on the following:

- He stated that he plans to give a brief staff report at the next meeting on the status of all of the previous cases and possibly include photos of what was constructed.
- Mr. Warmbruun inquired about updating the bylaws. Mr. Ricci explained that staff is still on hold for updating the bylaws for each board and commission. He hopes staff will be permitted to work on the bylaws after a new Community Development Services Director is appointed.
- Mr. Warmbrunn stated that he watched the City Council meeting when they considered and denied a major variance (Case No. ZBA-2024-MAJ-03) to allow a porch stair to encroach 10 feet into the required 25-foot front yard at 501 West Washington Street. He said that at least two Council members used the excuse for denying it based on it setting a precedent. He said that he did not know how the staff and the Zoning Board of Appeals could make it any clearer to the City Council that this particular case would not have set a precedent. So, he asked Mr. Ricci to take note of the Board's failures as well as their wins. Mr. Ricci replied that he considers this case to be a win, because City Council directed staff to prepare a text amendment to the Zoning Ordinance.
- The public hearing for adoption of the *Imagine Urbana* Comprehensive Plan will be held at Plan Commission on April 10, 2025.

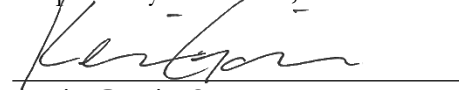
**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,



Kevin Garcia, Secretary  
Zoning Board of Appeals