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**DATE:** Monday, November 10, 2025  
**TIME:** 6:30 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

- A. Call to Order and Roll Call
- B. Approval of Minutes of Previous Meeting
  - 1. 10-20-2025 Committee of the Whole Meeting Minutes
- C. Additions to the Agenda
- D. Presentation and Public Input
- E. Council Input and Communications
- F. Reports of Standing Committees
- G. Committee of the Whole (*Council Member Jaya Kolisetty, Ward 4*)
  - 1. Consent Agenda
  - 2. Regular Agenda
    - a. **Ordinance No. 2025-11-028:** An Ordinance Amending the Urbana Zoning Ordinance (Amend Table VI-3 to Establish Lower Maximum Building Heights in the CMU, Campus Mixed Use, Zoning District in Specific Areas / Plan Case No. 2509-T-25) – CD
    - b. **Ordinance No. 2025-11-029:** An Ordinance to Approve the Preliminary Planned Unit Development at 704 East Windsor Road (Plan Case No. 2510-PUD-25) – CD
    - c. **Ordinance No. 2025-11-030:** An Ordinance Amending the Urbana Zoning Map (Rezone 905 West Oregon Street from R-6 to CMU, and 907 and 909 West Oregon Street from R-5 to CMU / Plan Case No. 2511-M-25) – CD
    - d. **Resolution No. 2025-11-088R:** A Resolution Approving an Intergovernmental Agreement for a Housing Needs Study by the Champaign County Regional Plan Commission – CD
    - e. **Resolution No. 2025-11-089R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class A Designation for 25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101, Urbana, Ill. – Exec
- H. Reports of Special Committees

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>.

I. Reports of Officers

J. Discussion

1. Police Surveillance Technology (Ordinance No. 2024-12-042)

K. Mayoral Appointments

1. *Board and Commission Appointments*

*Chair of the Bicycle and Pedestrian Advisory Commission*

- Annie Adams (term ending June 30, 2026)

*Civilian Police Review Board*

- Melissa Baber (term ending June 20, 2028)

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 the 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 the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanail.gov](mailto:citycouncil@urbanail.gov). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### 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 five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, 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 City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanil.gov](mailto:CityClerk@urbanil.gov)



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanail.gov](http://www.urbanail.gov)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** November 10, 2025 Regular Council Meeting  
**Subject:** An Ordinance Amending the Urbana Zoning Ordinance  
(Amend Table VI-3 to establish lower maximum building heights in the CMU, Campus Mixed Use, Zoning District in specific areas / Plan Case No. 2509-T-25)

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### Summary

*Action Requested (Updated Since Nov. 3rd COW)*

City Council is being asked to approve an amendment to the Zoning Ordinance to which would do the following in the CMU, Campus Mixed Use, Zoning District: maintain the 120-foot maximum building height for properties north of Green Street, west of Lincoln Avenue, and south of University Avenue; and, lower maximum building height to 65 feet/five stories for properties west of Lincoln Avenue and south of Green Street.

### *Plan Commission Recommendation*

Before being amended by Council, the Plan Commission reviewed the proposed text amendment on October 16, 2025, and unanimously recommended approval to City Council (four ayes to zero nays). Please reference the attachments for the Plan Commission's discussion and decision.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of the text amendment will have no direct impact on City services.

#### *Strategic Goals & Plans*

The text amendment relates directly to the Place Types map in Imagine Urbana, which calls for building heights of up to five stories in the area identified as a "University Neighborhood" west of Lincoln Avenue, between Nevada and Oregon Streets. It also relates to the following Big and Little Moves:

- Align the Zoning Ordinance with Imagine Urbana. (Big Move 2)
- Implement incremental steps to address immediate concerns, prior to the approval of a new Zoning Ordinance. (Little Move 2.2)

*Previous Council Actions*

July 28, 2025: Council approved the Imagine Urbana Comprehensive Plan<sup>1</sup>, including the Place Types map, which clearly differentiates between two different “University Neighborhood” areas: one where buildings up to five stories are appropriate, and another where buildings taller than five stories are appropriate.

November 3, 2025: In the Committee of the Whole meeting, the Council voted to amend the proposed amendment to the Zoning Ordinance in the following ways:

- The addition of “... and south of University Avenue;” for the 120-foot maximum height for the existing CMU district. This change will be added to Table VI-3–Development Regulations in the Zoning Ordinance.
- The removal of “In all other areas, the maximum height is 40 feet, with a maximum of three stories” which was proposed language for Table VI-3–Development Regulations in the Zoning Ordinance.

**Discussion***Additional Background Information*

Please see the attached Plan Commission staff report for additional background information, and for a complete explanation of the proposed changes and their rationale.

*Policy or Statutory Impacts*

No impact.

*Fiscal and Budget Impact*

No impact.

*Community Impact*

If adopted, the proposed text amendment has the potential to positively impact the community by encouraging redevelopment that supports the goals of Imagine Urbana while ensuring that building heights remain compatible with the surrounding built environment.

*Recommendation*

The Plan Commission unanimously recommended approval of the text amendment to City Council. Staff concur with the Plan Commission’s recommendation.

*Next Steps*

If Council approves the text amendment, staff will amend the zoning ordinance, and the new building height regulations in the CMU district will take effect.

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<sup>1</sup> Ord No. 2025-04-013



**Attachments**

1. An Ordinance Amending the Urbana Zoning Ordinance (Amend Table VI-3 to establish lower maximum building heights in the CMU, Campus Mixed Use, Zoning District in specific areas / Plan Case No. 2509-T-25).
2. Plan Commission Staff Report (October 16, 2025).
3. Plan Commission Meeting Minutes (October 16, 2025).

Originated by: Kevin Garcia, Principal Planner / Zoning Administrator

Reviewed: Olivia Jovine, Director of Community Development Services

Approved: Olivia Jovine, Director of Community Development Services

## ORDINANCE NO. \_\_\_\_\_

## AN ORDINANCE AMENDING THE URBANA ZONING ORDINANCE

## (Amend Table VI-3 to Establish Lower Maximum Building Heights in the CMU, Campus Mixed Use, Zoning District in Specific Areas / Plan Case No. 2509-T-25)

**WHEREAS**, the City Council passed Ordinance No. 9293-124 on June 21, 1993, which adopted the 1993 Comprehensive Amendment to replace the 1979 Comprehensive Amendment to the 1950 Zoning Ordinance of the City of Urbana (“City”), which is also known as the Urbana Zoning Ordinance (“Zoning Ordinance”); and

**WHEREAS**, the Urbana Zoning Administrator has submitted a petition to amend the Zoning Ordinance to maintain the 120-foot maximum building height for properties north of Green Street, west of Lincoln Avenue, and south of University Avenue; and lower maximum building height to 65 feet/five stories for properties west of Lincoln Avenue and south of Green Street; and

**WHEREAS**, said petition was presented to the Plan Commission as Plan Case No. 2509-T-25; and

**WHEREAS**, after due publication in accordance with Section XI-7 of the Zoning Ordinance and Section 11-13-14 of the Illinois Municipal Code (65 ILCS 5/11-13-14), the Plan Commission held a public hearing on the petition on October 16, 2025; and

**WHEREAS**, the Plan Commission voted four (4) ayes and zero (0) nays on October 16, 2025, to forward Plan Case No. 2509-T-25 to the City Council with a recommendation for approval of the proposed amendment; and

**WHEREAS**, the amendments described herein conform to the Big Moves, Little Moves, and policies of the Imagine Urbana Comprehensive Plan as amended from time to time; and

**WHEREAS**, after due and proper consideration, the City Council finds that amending the Zoning Ordinance as herein provided is in best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

The following provisions of the Urbana Zoning Ordinance are hereby amended and as amended shall read as set forth in Ordinance Attachment A, which is attached hereto and incorporated herein by reference:

- A. Table VI-3, Development Regulations by District;

**Section 2.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
DeShawn Williams, Mayor

**Ordinance Attachment A**

**Table VI-3 – Development Regulations**

Zoning District	Minimum Lot Size (square feet)	Minimum Lot Width (feet)	Maximum Height of Principal Structure (feet)	Maximum Floor Area Ratio	Minimum Open Space Ratio	Required Yards (feet) <sup>1</sup>		
						Front	Side	Rear
CMU	6,000	60	<del>120</del> / <u>65</u> (see note 19)	none	none	10 min. 20 max.	none	none

...

19. In the Campus Mixed Use (CMU) District, the maximum building height is based on location. In areas north of Green Street, west of Lincoln Avenue, and south of University Avenue the maximum height is 120 feet. In areas south of Green Street and west of Lincoln Avenue, the maximum height is 65 feet, with a maximum of five stories.

(~~Strikethrough~~ = removed text ; Underline = added text)



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission

**FROM:** Kevin Garcia, Principal Planner and Zoning Administrator

**DATE:** October 16, 2025

**SUBJECT:** **Plan Case 2509-T-25:** A request by the Zoning Administrator to amend Table VI-3 of the Zoning Ordinance to establish lower maximum building heights in the CMU, Campus Mixed Use, Zoning District when located south of Green Street and west of Lincoln Avenue.

### Introduction

The Zoning Administrator proposes a text amendment to set different maximum building heights for the Campus Mixed Use (CMU) Zoning District to match the intent of the Imagine Urbana Comprehensive Plan (“Imagine Urbana”). The “Place Types” map in Imagine Urbana distinguishes between two different “University Neighborhoods” – one north of Green Street and one south of Green Street – by stating that the southern area is appropriate for up to five-story buildings, while the northern area is appropriate for taller buildings. The proposed amendment would align the CMU regulations with that intent. It would also set lower maximum building heights (40 feet/three stories) for the CMU district in any other area of Urbana, which would make the CMU district an option in other places, but with buildings scaled more appropriately to those locations.

The Zoning Administrator had already identified the proposed text amendment as a potential, incremental change prior to adopting a new Zoning Ordinance (as called for by Little Move 2.2 of Imagine Urbana); a recent inquiry by Fairlawn Capital regarding the redevelopment of three adjacent parcels near Gregory Place made it a priority to consider it at this time.

The Plan Commission is asked to review the proposed Zoning Ordinance text amendment and make a recommendation for City Council to adopt or deny the proposed changes. Staff recommends that the Plan Commission recommend approval of the proposed changes as presented.

### Background and Discussion

The CMU, Campus Mixed Use, Zoning District was established in 2024, and is “intended to provide opportunities to redevelop areas close the University of Illinois campus at high densities, with a mix of commercial, office, and residential uses...” Currently, the only areas zoned CMU are located north of Green Street, west of Lincoln Avenue, and south of University Avenue.

The regulations in the CMU district align well with the type of development envisioned for “University Neighborhoods” identified in Imagine Urbana, which includes the area described above that is currently zoned CMU; it also includes an area between Oregon and Nevada Streets west of Lincoln Avenue, which is identified in the Place Types map as being appropriate for buildings *up to five stories tall*. The existing CMU regulations allow buildings up to 120 feet tall (10-11 stories). It would be inappropriate, therefore, to rezone any properties in the area between Oregon and Nevada Streets to

CMU under the current regulations, since they would allow much taller buildings than the Comprehensive Plan envisions. The proposed text amendment would address this issue by aligning building heights in the CMU district with Imagine Urbana.

Specifically, the amendment would:

1. Maintain the existing 120-foot height limit for areas north of Green Street and west of Lincoln Avenue;
2. Set a new height limit of 65 feet/five stories for areas south of Green Street and west of Lincoln Avenue; and,
3. Set a height limit of 40 feet/three stories for all other areas of the City.

The first two changes would allow areas identified as “University Neighborhood” to be rezoned to CMU while aligning with the intent of Imagine Urbana. The third change would make it possible for other parcels to be rezoned to CMU, while keeping buildings at appropriate scales for those locations.

**Proposed Changes**

The proposed changes would amend Table VI-3 by adding three different maximum building heights in the CMU district (120, 65, and 40 feet), and by adding a footnote to the table (no. 19) providing more detailed regulations.

**Table VI-3 – Development Regulations**

The table will be amended in the following way:

Zoning District	Minimum Lot Size (square feet)	Minimum Lot Width (feet)	Maximum Height of Principal Structure (feet)	Maximum Floor Area Ratio	Minimum Open Space Ratio	Required Yards (feet) <sup>1</sup>		
						Front	Side	Rear
CMU	6,000	60	<u>120/65/40</u> (see note 19)	none	none	10 min. 20 max.	none	none

...

19. In the Campus Mixed Use (CMU) District, the maximum building height is based on location. In areas north of Green Street and west of Lincoln Avenue, the maximum height is 120 feet. In areas south of Green Street and west of Lincoln Avenue, the maximum height is 65 feet, with a maximum of five stories. In all other areas, the maximum height is 40 feet, with a maximum of three stories.

(~~Strikethrough~~ = removed text ; Underline = added text)

## Comprehensive Plan

The proposed text amendment would align with the following elements of Imagine Urbana:

**Big Move 2:** Align the Zoning Ordinance with Imagine Urbana

**Little Move 2.2** Implement incremental steps to address immediate concerns, prior to the approval of a new Zoning Ordinance.

The text amendment would better align the Zoning Ordinance with Imagine Urbana by allowing the CMU district to be used in more of the areas identified as University Neighborhoods. It would also represent an incremental step to addressing immediate concerns prior to adopting a new ordinance.

## Summary of Findings

1. The proposed amendment would align with Big Move 2 of the Imagine Urbana Comprehensive Plan, to “Align the Zoning Ordinance with Imagine Urbana,” by setting maximum building heights for the Campus Mixed Use (CMU) district that match the “Place Types” map annotations.
2. The proposed amendment would align with Little Move 2.2 of the Imagine Urbana Comprehensive Plan, by addressing an immediate concern prior to the approval of a new Zoning Ordinance.
3. The proposed amendment conforms to the notification and other requirements for Zoning Ordinances as required by the State Zoning Act (65 ILCS 5/11-13-14).

## Options

The Plan Commission has the following options in Plan Case 2509-T-25:

1. Forward the case to City Council with a recommendation to approve the text amendment as presented herein; or
2. Forward the case to City Council with a recommendation to approve the text amendment as modified by specific suggested changes; or
3. Forward the case to City Council with a recommendation of denial of the text amendment.

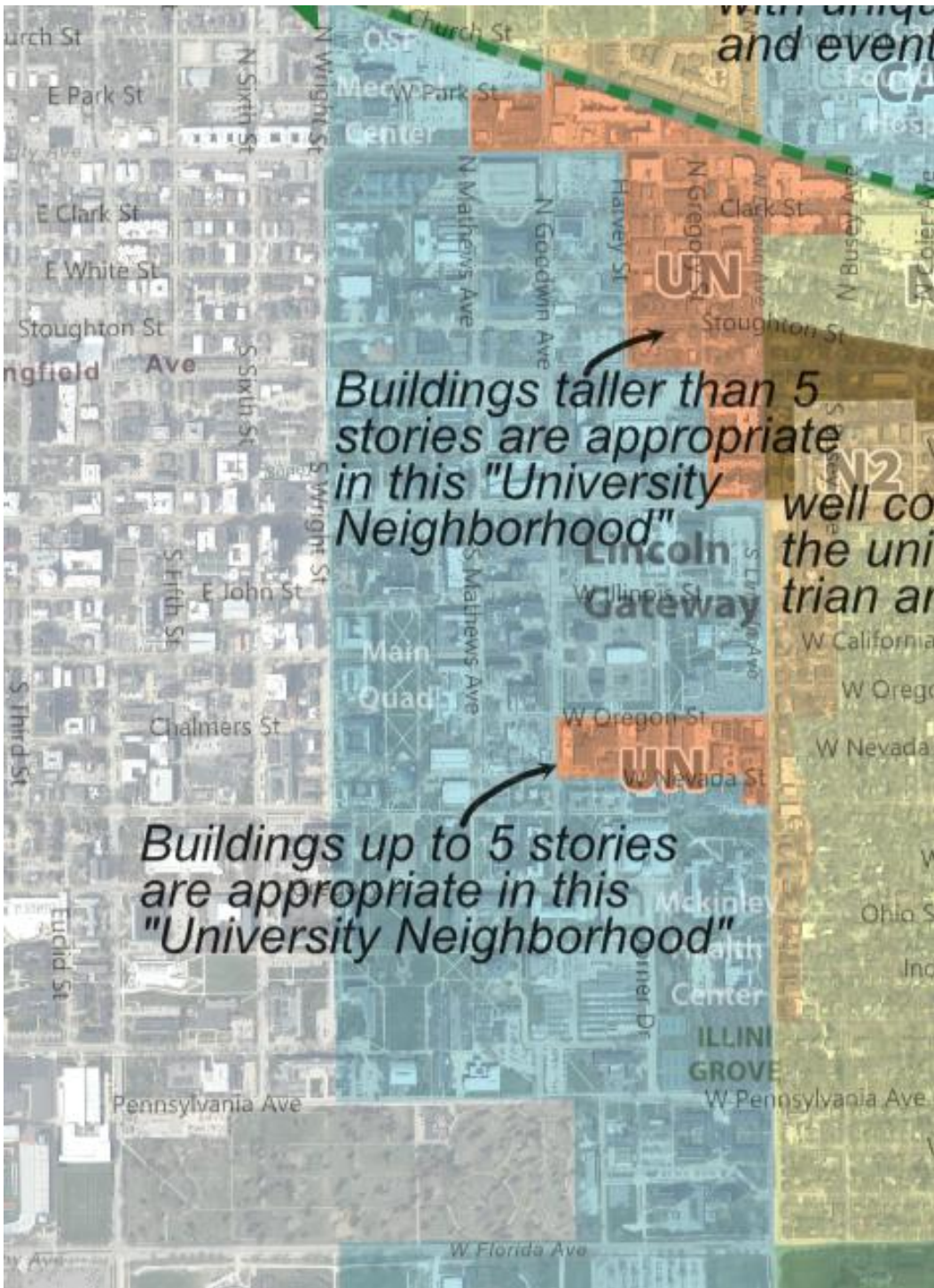
## Staff Recommendation

Staff recommends that the Plan Commission recommend **approval** of the proposed text amendment to City Council.

Attachments:

1. Excerpt from Imagine Urbana Place Types map

Attachment 1: Excerpt from Imagine Urbana Place Types Map



**MINUTES OF A REGULAR MEETING****URBANA PLAN COMMISSION****DATE:** October 16, 2025**TIME:** 7:00 P.M.**PLACE:** Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois**MEMBERS ATTENDING:** Dustin Allred, Andrew Fell, Bill Rose, Chenxi Yu**MEMBERS EXCUSED:** Will Andresen, Karen Simms**STAFF PRESENT:** Kevin Garcia, Principal Planner; Olivia Jovine, Director of Community Development Services; Teri Andel, Planning Administrative Assistant II**OTHERS PRESENT:** Matthew Bustiunen, Tom Hagensick, Wes Taylor**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:01 p.m. Roll call was taken, and there was a quorum of the members present.

**B. CHANGES TO THE AGENDA**

Kevin Garcia, Principal Planner, proposed that Plan Case No. 2511-M-25 be heard before Plan Case No. 2510-PUD-25. He felt the rezoning case should be considered after the text amendment regarding the CMU, Campus Mixed Use, Zoning District, which is what the rezoning is also about. Chair Allred agreed.

Mr. Fell moved that the Plan Commission make the change to the agenda as recommended by City staff. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

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

The amended minutes of the December 7, 2023 regular meeting were presented to the Plan Commission. Chair Allred explained that the amended language is meant to remedy a violation of the Open Meetings Act that occurred during that meeting. He read the following amendment into record:

Staff recommend that the minutes be amended by adding the following: “During the recess, the group discussed the nature and efficacy of the proposed motion. No notes were taken by the Commission or staff during the recess, and the recessed gathering was not recorded. At no time during the recess was any vote or final action taken by the Commission on any matter.”

Mr. Rose moved that the Plan Commission adopt the minutes as amended. Mr. Fell seconded the motion. The motion was approved by unanimous voice vote.

The minutes of the March 13, 2025 special meeting were presented to the Plan Commission. Ms. Yu moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

The minutes of the April 17, 2025 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

#### **D. COMMUNICATIONS**

- Email from a concerned citizen regarding the Preservation and Restoration of Woodlawn Cemetery
- Email and attached letter from Laura Mattos, of JSM Living, in support of Plan Case No. 2509-T-25
- Email from Rosalyn LaPier in opposition to Plan Case 2510-PUD-25

#### **E. CONTINUED PUBLIC HEARINGS**

There were none.

#### **F. OLD BUSINESS**

There was none.

#### **G. NEW PUBLIC HEARING**

**Plan Case No. 2509-T-25 – A request by the Zoning Administrator to amend Table VI-3 of the Zoning Ordinance to establish lower maximum building heights in the CMU, Campus Mixed Use, Zoning District when located south of Green Street and west of Lincoln Avenue.**

Chair Allred opened Plan Case No. 2509-T-25. He reviewed the procedure for a public hearing. Kevin Garcia, Principal Planner, presented the case to the Plan Commission. He began by stating that the reason for the amendment is to match the intent of the Imagine Urbana Comprehensive Plan to have two different “University Neighborhoods”. Using a map, he showed where each area was located, one being north of Green Street and west of Lincoln Avenue AND the other area will be south of Green Street and west of Lincoln Avenue. The area north of Green Street would be appropriate for buildings taller than five stories, whereas, the area south of Green Street would be allowed to have buildings up to five stories. He stated that the amendment would also set a lower maximum building height to 40 feet/three stories for the CMU district in any other area of Urbana.

Mr. Garcia reviewed the development regulations for the CMU district and talked about how the proposed text amendment relates to Big Move 2 and Little Move 2.2 in the Imagine Urbana Comprehensive Plan. He presented staff’s recommendation for approval of the proposed text amendment.

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

Mr. Fell said that anecdotally it is hard to project ahead on how tall a building is going to be with how many stories and what is going to go in it. He asked how open City staff might be in the future when someone wants a variance on a height limit for a building that wants to be 68 feet tall. Mr. Garcia replied that a property owner/developer is always welcome to apply for a variance; however,

they will have to have a special circumstance. He added that if Mr. Fell felt there needed to be a little more room for design professionals to exercise their craft, then he suggests the Plan Commission propose a higher height limit now rather than relying on a future variance case.

Chair Allred asked how tall the tallest building to the west is. Mr. Garcia said that he believes the tallest building at Gregory Place is about 70 feet tall.

Chair Allred asked for verification that the intent is to match what already exists. Mr. Garcia said yes.

Mr. Rose asked about the definition of “height”. Is it to the ridge of a gabled building and to the parapet height of a low slope? Mr. Garcia explained that it is to the midpoint on a sloped roof. If it is a flat roof or if there is a parapet, then it measures to the height of the wall.

Chair Allred stated that the University Neighborhood currently crosses University Avenue and goes as far as the railroad line. He expressed concern about these causing problems because it does not make sense to allow 120-foot-tall buildings north of University Avenue. Mr. Garcia said that in practice, it would be limited to the area identified as “University Neighborhood”. He said that he was trying to be as simple as possible with the wording of the text amendment so that it would not open up to things that we do not want to see.

Chair Allred asked what the current height limit is on the north side of University Avenue. Mr. Garcia said that the height limit is theoretically infinite because it is zoned B-3, General Business. However, it is limited by floor area ratio, so we probably would not see any building much taller than four stories.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. There was none. So, Chair Allred closed the public input portion of the hearing. He opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he shares a little of Chair Allred’s concern about the area to the north of University Avenue, but it is not enough to change the language of the proposed amendment. Chair Allred stated that the CMU district does not currently apply to any properties north of University Avenue. So, if there was a future proposal to rezone to CMU, then the Plan Commission could deal with it at that point.

Mr. Rose moved that the Plan Commission forward Plan Case No. 2509-T-25 to the City Council with a recommendation for approval. Mr. Fell seconded the motion. Roll call on the motion was as follows:

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

The motion passed by unanimous vote.

Mr. Garcia noted that Plan Case No. 2509-T-25 would be forwarded to Committee of the Whole on Monday, November 3, 2025.

**Plan Case No. 2511-M-25 – A request by Jon Cairns, on behalf of Fairlawn Capital, to rezone 905 West Oregon Street from R-6, High Density Multiple-Family Residential, and 907 and 909 West Oregon Street from R-5, Medium High Density Multiple-Family Residential, to CMU, Campus Mixed Use, Zoning District.**

Chair Allred opened Plan Case No. 2511-M-25.

Kevin Garcia, Principal Planner, presented this case to the Plan Commission. He began by stating the reason the applicant applied for the proposed map amendment, which is to construct a mixed-use building on three adjacent parcels. Using a map, he showed the location of the three parcels. Exhibit A shows the existing land use designations. He noted the current zoning of the proposed lots and of the surrounding properties. He talked about the development regulations in the CMU, Campus Mixed Use, Zoning District. He stated that staff finds that the proposed rezoning request meets all eight of the LaSalle criteria used for rezoning. He showed photos of the existing parcels and reviewed the options of the Plan Commission. He presented staff's recommendation for approval.

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

Chair Allred suggested that if the Plan Commission recommends approval of the proposed rezoning to City Council, then they should recommend approval pending City Council's approval of Plan Case No. 2509-T-25. Mr. Garcia agreed and added that they should word the language of the motion to resemble the language for the City's staff recommendation in the written staff report.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to speak.

Tom Hagensick, Senior Construction Project Manager for Fairlawn Capital, approached the Plan Commission. He stated the idea of the proposed development is a continuation of the type of mixed-use buildings to the west. Their intention is to have commercial space on the ground floor with parking. The second floor would be dedicated to the University of Illinois for their School of Social Work. The three floors above that would be apartments.

Mr. Rose asked if all parking would be at grade. Mr. Hagensick said that he is not sure. He added that they are challenged with the current below grade parking in the two existing buildings with pipes freezing constantly.

Matthew Bustiunen approached the Plan Commission to speak in favor of the proposed rezoning. He feels that it is unfortunate to have an empty lot in this area, and he agrees with the applicant's representative in that a proposed development could greatly improve the area. He also feels that it would fit the surrounding area much better if the subject parcels are rezoned to CMU.

He asked if the first floor would be guaranteed for University of Illinois use or would it be open to other businesses. Mr. Garcia explained that when a parcel is rezoned, it becomes open to any of the possible uses allowed in that zoning district. So, when we review rezoning cases, we try to think of what types of uses might be allowed in that zone that would potentially be a nuisance to the surrounding area. We do not tie rezonings to specific projects, because there could be a nefarious developer say that they are going to do a certain project and show us some beautiful, fancy drawings, and then as soon as the property gets rezoned, they could build something totally different.

There was no additional public input, so Chair Allred declared the public input portion of the hearing closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he was employed to work on one of the existing buildings about ten years ago, and it was in really bad shape then. He moved that the Plan Commission forward Plan Case No. 2511-M-25 to the City Council with the following recommendations:

- Denial of Plan Case No. 2511-M-25 if the City Council denies Plan Case No. 2509-T-25; and
- Approval of Plan Case No. 2511-M-25 if the City Council approves Plan Case No. 2509-T-25

Mr. Rose seconded the motion. Roll call on the motion was as follows:

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

The motion was passed by unanimous vote.

Mr. Garcia noted that this case would be forwarded to Committee of the Whole on November 3, 2025.

**Plan Case No. 2510-PUD-25 – An application by Wes Taylor, on behalf of PK Elledge, LLC, for preliminary approval of a residential Planned Unit Development at 704 East Windsor Road in the R-3, Single- and Two-Family Residential, Zoning District.**

Chair Allred opened Plan Case No. 2510-PUD-25.

Kevin Garcia, Principal Planner, presented the case to the Plan Commission. He began by noting the location and giving a brief history of the proposed site. He stated the zoning and future place types of the subject property and of the surrounding properties. Using the Site Plan, he reviewed the layout of the proposed development and how the development would compare to the *Imagine Urbana* Comprehensive Plan and to the Planned Unit Development (PUD) goals in Section XIII-3.C of the Urbana Zoning Ordinance. He talked about the requested waivers for a reduction in street width and to allow a reduction in the requirement for lot width. Since 2023, the City requires applicants for PUDS to hold an open house, which was held on October 9, 2025, and three residents from the neighborhood attended. They expressed concern about parking on the streets, ownership of each type of housing, whether existing trees would be retained, and about egress/ingress off Windsor Road. He showed photos of the site from all directions. He presented staff's recommendation for approval with the following conditions:

1. That the final development plans be in general conformance with the Site Plan, except that the Site Plan may be amended to reduce the number of automobile access points from two to one along Windsor Road; and
2. That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into sidewalks within the PUD.

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

Mr. Fell recalled that the Fire Department required a secondary access onto the site when a PUD was requested last time. He asked if the Fire Department was consulted on the proposed PUD. Mr. Garcia replied that they were consulted during a preliminary stage of the application process, but he would reach out to them again.

Mr. Fell stated that each housing unit would need to have a garage or else the parking would not fit. It appears that they can have garages. Townhomes are required to have two parking spaces per unit. The parking spaces on the Site Plan do not look like they are wide enough to put two cars. He would like justification if the Fire Department staff is okay with the amount of parking spaces that would preliminarily be provided for. He also asked if the applicant would be required to put sidewalks in. Mr. Garcia said yes. Mr. Fell stated that a car will not fit between the sidewalk and the building. Residents would have to park their cars in the garage. He stated that he needed more information on the Site Plan regarding parking.

Mr. Fell questioned if the setback requirements for this zoning district would be met for the proposed development. Two duplexes with a five-foot setback and ten feet between the buildings seems pretty close. If this conforms to the Zoning Ordinance, then he is fine with it. However, if it does not, then the applicant would need another waiver. Mr. Garcia said he would look into this further.

Mr. Rose noted that the subject parcel is zoned R-3, Single and Two-Family Residential. Townhomes are not permitted uses in the R-3 Zoning District. He asked if we consider townhomes to conform to the R-3 District. Mr. Garcia said no. Typically, townhomes would not be allowed in the R-3 District because they would be more than two common lot line units. However, when an applicant asks for a planned unit development, they can ask for things that are not typically allowed. Chair Allred asked why this was not mentioned that the applicant would be getting relief from the requirements or the use restrictions. Mr. Garcia replied that waivers are only granted for things required in the Land Development Code. So, with a PUD, if an applicant provides a Site Plan showing setbacks that are less than would be allowed, he was not sure if they would need a waiver for it. Chair Allred stated that it is not so much about whether an applicant would need a waiver but more about the Plan Commission knowing what the relief and trade off would be so they can weigh the benefit to the community versus what they would be giving away in terms of what the rules are calling for. Mr. Garcia referred to Section XIII.3.E of the Zoning Ordinance, which talks about minimum development standards. He pointed out that #1 in this section talks about flexible zoning standards. He read this to the Plan Commission.

Chair Allred asked if the applicant would need to apply for a subdivision as well. Mr. Garcia said yes. Chair Allred stated that the waivers would formally apply in the subdivision approval process as well. Mr. Garcia confirmed this.

Chair Allred asked about the next steps. Mr. Garcia said that if the proposed preliminary PUD is approved by City Council, then the applicant could apply for a final PUD and could also concurrently apply for subdivision approval. Both of these would require the Plan Commission to review and make a recommendation to the City Council. He pointed out that the Final PUD would provide a more detailed site plan, landscaping plans, and elevation plans.

Chair Allred asked if the Plan Commission would need to request a condition asking for more details in the final PUD, because the only thing listed in the purpose statement is that the proposed development would be infill, but any by right development for this site would also be infill. So, this

does not seem particularly unique. It would provide a mix of housing types, but only two are allowed by right and one would be an exception to the rules. So, he is left wondering about what details of the proposed preliminary PUD justify relief from the rules. Mr. Garcia replied that this is not something that the Plan Commission would have to specify in detail. He stated that an applicant can apply for waivers during the preliminary PUD or wait until the final PUD to ask for them. An applicant is not required to submit very detailed plans during the preliminary PUD. It is more of a sketch or concept of what the applicant would like to do.

Chair Allred read the purpose statement for this development. He said that it is not clear what the applicant would be providing in exchange for getting relief from the requirements. The only thing that staff has asked for at this time is the extension or preservation of the trail, which he believes would be a minimum expectation when we are thinking of this as something that should go beyond conventional approaches to development. The application has no description of any kind of intent to do anything with landscape buffering. He said that he is trying to get a sense of how the Plan Commission could proceed if there are these kinds of concerns.

Mr. Rose asked if the applicant was required to provide a retention pond or would it be considered an amenity. Mr. Garcia said yes, and the size of the pond is what they think would be required for this development.

Chair Allred asked if the Land Development Code or Manual of Practice discouraged private streets. Mr. Garcia said that the City discourages them by only allowing private streets in mobile home parks or in planned unit developments. The City does not allow them anywhere else.

Chair Allred asked if there would be turnarounds at the dead ends of the north-south streets. Mr. Garcia said that he was not sure. These may need to be reconfigured.

Ms. Yu said that she was not clear about the initial approval. She asked if the initial approval was for the developer to know if they should invest and put more resources on developing a more detailed plan. Would the final approval come back to the Plan Commission? Mr. Garcia said that the final PUD would come to the Plan Commission, who would make a recommendation to City Council.

Mr. Garcia stated that the preliminary PUD application just has to have the following basic information:

- Owners of the site;
- Developers;
- General location map; and
- Site inventory that shows flood plains, and wetlands

He said that this is all that is required for the preliminary PUD application. The final PUD application requires the following:

- General location map;
- Specific site plan with locations of proposed structures;
- Circulation system for pedestrian, bike and motor vehicles;
- Location of existing and proposed curb cuts;
- Off- street parking and loading spaces;
- Landscape plan;

- Location of any proposed open space;
- Preliminary storm water plan;
- Preliminary utilities plan;
- Location of street and pedestrian lighting;
- Conceptual elevations of all proposed commercial buildings and conceptual typical elevations of residential buildings;
- Design, location, display area, and height of any proposed signage; and
- Development program that provides general information about the development, including desired residential and commercial tenants, housing price targets, estimated construction costs, and any other information that conveys that purpose and intent of the development and a development schedule and any other information deemed necessary by the Secretary of the Plan Commission

He said that the final PUD application has a lot of detail; whereas, the preliminary PUD application does not have much detail required.

Chair Allred said that the Plan Commission should take it as this is our opportunity to provide feedback and recommendations about what we would like to see in the final submission if they are to recommend approval for this. Mr. Garcia said yes.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to approach and speak on behalf of his request.

Wes Taylor, applicant, approached the Plan Commission. He mentioned that he worked with his Engineering group to create the proposed concept. He also attended a Development Review Team (DRT) meeting with City staff to get feedback and learn what the best process would be. It was with City staff's recommendation to apply for a planned unit development. He mentioned that this is his first PUD, so he is not sure what is or is not required. One thing about the PUD that attracted him to try it is to keep the homes at a more affordable price point. The main waiver that they are requesting is a reduction in the street width because the more space they have allows them to build more units, which in turn brings the cost per unit down and aids them in being able to provide the price point for the housing that they want to be able to provide.

Mr. Taylor stated that he is open to whatever the City's input is to an extent to make the development work for what works for the City as well as for his company. His understanding was that this is a preliminary phase to get approval for their concept, so they can move to the next step and get a final design that meets all the criteria.

With there being no other public input, Chair Allred closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Mr. Fell stated that the proposed details are appropriate for this level of review. He is not concerned with density or street width. He expressed his concern about how the developer is going to incorporate all the infrastructure of the subdivision that is required. He needs to see how the sidewalks are going to be integrated and how the driveways are going to fit. The proposed Site Plan looks like there will be duplexes with two car garages, which will take up a considerable amount of real estate to do and to get a driveway there. They will not be able to fit a car between the street and the garage. Extra cars will be parking on the street. He does not see a way they will be able to get

cars into the townhouses. He said that he is not saying that they cannot do it. He is only saying that he does not have enough information to know that it is possible. He also wants some kind of confirmation that the Fire Department has been consulted about having one access on/off Windsor Road. He would like to see a more elaborate, detailed site plan when the applicant applies for the final PUD.

Mr. Rose expressed concern about the connection at the northwest corner. He believes that pedestrian access for the whole site needs to be accommodated at the corner. He expressed concern about residents on Scovill because if parking is pinched in the proposed development, then people might want to park on Scovill and walk the rest of the way to their units. He would hate to see this become a sore point for the neighborhood.

He expressed concern about whether the applicant would provide a retention or detention pond. He needs more information for the final PUD application on this.

Chair Allred stated that he agrees with what Mr. Fell and Mr. Rose both said. He reiterated that he needs to see more details about what the applicant proposes to provide in exchange for relief from the required zoning and subdivision regulations. He mentioned different options the applicant could provide. He feels the proposed development is exciting and does not want to discourage development on the site, especially since it has been vacant so long.

Ms. Yu said that it is really good to see someone develop this big piece of land across from one of the City's most beloved parks. She hopes that the developer comes back with a high-quality development and more details.

Mr. Taylor reapproached to confirm what the Plan Commission input is asking for. He asked if the discussion that the Plan Commission just had about what they need to see is input for the final PUD application or is the intention for his company to go back and revise the preliminary PUD application. Chair Allred replied that it is to provide guidance to Mr. Taylor for the final PUD application.

Mr. Rose asked if the Plan Commission should make a list of information that they want to see for the final PUD application. Chair Allred and Mr. Fell listed some of the Plan Commission's concerns:

- General conformance with the purpose of the Planned Unit Development
- Conceptual and subdivision plans preliminarily approved by staff including infrastructure and site design requirements such as parking, sidewalks, and lighting

Mr. Garcia pulled up the staff's recommendation for the Plan Commission members to see. The Plan Commission discussed how to best modify the recommendation. They talked about parking requirements, which is two parking spaces per single family house, two parking spaces for each unit in a duplex, and two parking spaces for each unit in a townhome; however, the applicant can ask for a waiver of the parking requirements.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2510-PUD-25 to the City Council with a recommendation for approval including waivers for street width and for lot width; with an additional recommendation that the petitioner get verification from the Fire Department regarding there only being one access along Windsor Road; a more detailed site plan is presented with the

Final PUD submission including all subdivision requirements and any additional areas intended to be paved on the property; and to include the following condition:

- That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into the PUD sidewalks

Ms. Yu asked if the Plan Commission could require the applicant to incorporate some useful green space in the retention pond design. Mr. Fell said it is possible; however, the drawback is that the infrastructure for this type of basin is very expensive to install. He does not know if they are planning to provide a detention or retention area. Mr. Taylor said that it would be a dry basin. Mr. Fell explained that a dry basin fills up when it rains, but it will not have water in it all of the time or the Plan Commission could ask the petitioner to provide other options. Ms. Yu said that it would be worth asking the petitioner. Chair Allred agreed.

Mr. Fell added a friendly amendment to the motion to recommend that the petitioner investigate alternative options to the dry basin. Mr. Rose stated that he likes the wording. Is it possible for the petitioner to tie into existing sanitary sewers. Mr. Garcia pointed out that the storm sewer is located along Windsor Road.

The motion and friendly amendment now reads as such:

The Plan Commission forward Plan Case No. 2510-PUD-25 to the City Council with a recommendation for approval including waivers for street width and for lot width; with an additional recommendation that the petitioner get verification from the Fire Department regarding there only being one access along Windsor Road; a more detailed site plan is presented with the Final PUD submission including all subdivision requirements and any additional areas intended to be paved on the property; and to include the following condition:

- That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into the PUD sidewalks; and
- Request that the petitioner consider alternative options to the dry-basin storm water retention pond.

Mr. Rose seconded the motion. Roll call on the motion with amendments was as follows:

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

The motion passed by unanimous vote.

Mr. Garcia noted that this case would be forwarded to Committee of the Whole on November 3, 2025.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Garcia reported on the following:

- Staffing – There are two candidates that the City is considering hiring to fill open Planner positions.
- Resignation from the City – He stated that this is his last Plan Commission meeting as he is resigning after 11 years of service with the City of Urbana. His last day will be Wednesday, October 22, 2025. The Plan Commission members thanked him for his service and said that they have enjoyed working with him.

**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 9:04 pm.

Respectfully submitted,



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Olivia Jovine, Interim Secretary  
Urbana Plan Commission



City of Urbana  
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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** November 10, 2025, Regular City Council Meeting  
**Subject:** An Ordinance to Approving a Preliminary Development Plan for a Planned Unit Development at 704 East Windsor Road (Plan Case No. 2510-PUD-25)

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### Summary

#### *Action Requested*

Council is being asked for preliminary approval of a residential Planned Unit Development at 704 East Windsor Road. The property is zoned R-3, Single- and Two-Family Residential. The request includes zoning waivers to reduce minimum lot sizes and street widths. Section XIII-3 of the Urbana Zoning Ordinance requires review and approval of both a Preliminary and a Final Planned Unit Development (PUD). This request is for preliminary approval only.

#### *Plan Commission Recommendation*

The Plan Commission reviewed the PUD criteria on October 16, 2025, and voted unanimously to recommend preliminary approval to City Council with waivers, recommendations, and conditions (four ayes to zero nays). Please reference the attached materials for discussion on that case, the Plan Commission's recommendation is as follows:

Plan Commission recommended approval of the Preliminary PUD, including waivers for the street width and the lot width; and additionally recommends the petitioner get verification regarding emergency access along Windsor Road, and that detailed site plans are presented with the Final PUD submission to include all subdivision requirements and paved areas; and to include the following conditions:

1. That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the of the site, and that the connection ties into the PUD's sidewalks.
2. And request the petitioner consider alternative options to the dry-basin storm water retention pond.

## Relationship to City Services and Priorities

### *Impact on Core Services*

Approval of the Preliminary PUD will have no impact on City services.

### *Strategic Goals & Plans*

This Preliminary PUD aligns with the Imagine Urbana Comprehensive Plan, by introducing new housing types in every neighborhood, and redeveloping property within the urban area that are vacant or underutilized and currently served by infrastructure.

The Preliminary PUD is related the following Big and Little Moves:

- Address Urbana’s Diverse Housing Needs (Big Move 1)
- Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood. (Little Move 1.8)
- Prioritize development in areas already served by services and infrastructure. (Little Move 8.3)

### *Previous Council Actions*

In 2009, after the swim club closed, local architect Gary Olsen purchased the site. In 2011, Mr. Olsen gained approval to rezone the site from CRE, Conservation, Recreation, and Education, to R-3, Single- and Two-Family Residential, and received approval for a Preliminary PUD to redevelop the site with a mix of residential buildings.<sup>1</sup>

In 2012, Mr. Olsen received approval for a Final PUD, which included up to 48 condominiums: two single homes, three duplexes, four fourplexes, two twelve-unit buildings, and a club house.<sup>2</sup>

In 2013, Mr. Olsen received approval for a new Preliminary and Final PUD, which included plans for 31 zero-lot-line townhouses and one 15-unit rental apartment building. Mr. Olsen cited difficulties in securing funding for construction of condominiums after the 2008 housing crisis as his main reason for changing his plans.<sup>3</sup> Mr. Olsen never completed the project, and the Final PUD expired after 12-months from date of approval. The land has been vacant and undeveloped since.

November 3, 2025: Following the incorporation of several recommendations, the City Council voted to advance the proposed residential Planned Unit Development at 704 East Windsor Road to the regular agenda for preliminary approval at the upcoming meeting scheduled for November 10, 2025. For details, refer to the “Recommendation” section below.

<sup>1</sup> Plan Case Nos. 2146-M-11 and 2146-PUD-11

<sup>2</sup> Plan Case No. 2172-PUD-12

<sup>3</sup> Plan Case No. 2218-PUD-13 and 2219-PUD-13

## Discussion

### *Additional Background Information*

Please see the attached Plan Commission staff report for additional background information, and for a complete explanation of the proposed changes and their rationale.

### *Policy or Statutory Impacts*

No impact.

### *Fiscal and Budget Impact*

No impact.

### *Community Impact*

If adopted, the proposed Preliminary PUD has the potential to positively impact the community by encouraging redevelopment of a site which has sat vacant for 16 years. The proposed development is residential, with two single homes, ten duplexes, and two eight-unit townhomes—offering rental and home ownership opportunities for future residents (38 residences total).

## Recommendation

Additions to the recommendation, as introduced by Council on November 3, 2025, are underlined.

Approval of the Preliminary PUD is recommended, including waivers for the street width and the lot width; with the following additional recommendations: the internal roads are marked as private, and that the petitioner get verification regarding emergency access along Windsor Road, and that detailed site plans are presented with the Final PUD submission to include all subdivision requirements and paved areas; and to include the following conditions:

3. That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the of the site, and that the connection ties into the PUD's sidewalks.
4. And request the petitioner consider alternative options to the dry-basin storm water retention pond, and further information on the stormwater management and the dry-basin are provided.

Approval of the Preliminary PUD by the City Council shall constitute approval of the basic provisions and outlines of the plan, and approval of the representation and provisions of the applicant regarding the plan. City Council approval shall be valid for one year from the date of approval, or longer if specified in the approving ordinance.

Staff concur with the recommendation.

**Attachments**

1. An Ordinance to Approving a Preliminary Development Plan for a Planned Unit Development at 704 East Windsor Road (Plan Case No. 2510-PUD-25)
2. Plan Commission Staff Report (October 16, 2025)
3. Plan Commission Meeting Minutes (October 16, 2025)

Originated by: Olivia Jovine, Director of Community Development Services

Reviewed: Darius White, City Administrator

Approved: Olivia Jovine, Director of Community Development Services



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

**TO:** Urbana Plan Commission

**FROM:** Kevin Garcia, Principal Planner

**DATE:** October 16, 2025

**SUBJECT:** **Plan Case Nos. 2510-PUD-25:** An application by Wes Taylor, on behalf of PK Elledge, LLC, for preliminary approval of a residential Planned Unit Development at 704 East Windsor Road in the R-3, Single- and Two-Family Residential, Zoning District.

## Introduction

Wes Taylor, on behalf of PK Elledge Development, LLC, has submitted an application for preliminary approval of a residential Planned Unit Development at 704 East Windsor Road. The property is zoned R-3, Single- and Two-Family Residential. The request includes zoning waivers to reduce minimum lot sizes and street widths.

Section XIII-3 of the Urbana Zoning Ordinance requires review and approval of both a Preliminary and a Final Planned Unit Development (PUD). This request is for preliminary approval only.

Based on an analysis of the PUD criteria, staff recommends that the Plan Commission recommend APPROVAL of the preliminary PUD application to the City Council.

## Background

The 4.1-acre site is located along the north side of Windsor Road, just east of Meadowbrook Park. It is the former home of the Windsor Swim Club, which the Champaign County Historical Archives describes as follows:

“The Windsor Swim Club, founded by Harold Lopeman, opened in 1966 on the north side of Windsor Road. The club featured three heated pools, a clubhouse, and a sun deck. At the time, it was advertised as the only swim club in the area that had heated outdoor pools. After 43 years in business, the club ceased operations in 2009 due to economic hardship. The founder of the club, Harold Lopeman, died in 2019.”

The Windsor Swim Club is fondly remembered by many people. There is even a Facebook group “for all people old & new that swam at Windsor Swim Club” to reconnect, share memories, and post old photographs.”<sup>1</sup>

## Previous Rezoning and PUD Approvals

After the swim club closed in 2009, local architect Gary Olsen purchased the site. In 2011, Mr. Olsen gained approval to rezone the site from CRE, Conservation, Recreation, and Education, to R-3, Single-

<sup>1</sup> <https://www.facebook.com/groups/61392729226/> (private Facebook group)

and Two-Family Residential, and received approval for a Preliminary PUD to redevelop the site with a mix of residential buildings.<sup>2</sup>

In 2012, Mr. Olsen received approval for a Final PUD, which included up to 48 condominiums: two single homes, three duplexes, four fourplexes, two twelve-unit buildings, and a club house (see Exhibit F).<sup>3</sup>

In 2013, Mr. Olsen received approval for a new Preliminary and Final PUD, which included plans for 31 zero-lot-line townhouses and one 15-unit rental apartment building (see Exhibit G). Mr. Olsen cited difficulties in securing funding for construction of condominiums after the 2008 housing crisis as his main reason for changing his plans.<sup>4</sup>

**Zoning, Land Use, and Place Type**

The table below summarizes the zoning, land use, and place type for the site and surrounding properties. Exhibits A, B, and C further illustrate this information.

	Zoning	Existing Land Use	Place Type
Site	R-3, Single- and Two-Family Residential	Vacant (former Windsor Swim Club)	Neighborhood I
North	R-2, Single-Family Residential; R-3, Single- and Two-Family Residential	Residential	Neighborhood I
South	Agriculture 2 (County)	Agricultural	Neighborhood II
East	R-3, Single- and Two-Family Residential	Residential	Neighborhood I
West	R-3, Single- and Two-Family Residential	Residential	Neighborhood I

**Proposed Development**

The proposed development is residential, with two single homes, ten duplexes, and two eight-unit townhomes (38 residences total). The preliminary plans include two parallel north-south streets connecting to Windsor Road, and one east-west street connecting the two on the north side of the site. A detention basin borders the southern edge of the site in the middle of the property. The applicant has stated that he plans to sell the single homes and duplexes, and plans to retain ownership of the townhomes to lease.

**Discussion**

The proposed development would fill in a long-vacant site, that is already served by infrastructure, with much-needed housing. It would also provide several different types of housing, which gives potential buyers and tenants more options, and would most likely be offered at different price points (i.e. the

<sup>2</sup> Plan Case Nos. 2146-M-11 and 2146-PUD-11

<sup>3</sup> Plan Case No. 2172-PUD-12

<sup>4</sup> Plan Case No. 2218-PUD-13 and 2219-PUD-13

development would provide housing that is affordable to a wider range of people than a homogenous development would).

### **Imagine Urbana Comprehensive Plan**

The Imagine Urbana Comprehensive Plan (“Imagine Urbana”) identifies the property as being in the “Neighborhood I” classification, which is described in part as:

“Mostly residential, primarily single houses. Some duplexes, smaller apartments, townhomes, and accessory dwelling units (e.g. garage apartments, backyard cottages) may be interspersed...”

*For a full description of the Neighborhood I Place Type, see Exhibit H.*

The proposed PUD aligns well with the intent of the Neighborhood I Place Type; it would also align with the following elements of Imagine Urbana:

**Big Move 1:** Address Urbana’s Diverse Housing Needs

**Little Move 1.8:** Allow a variety of housing types in every neighborhood at scales appropriate to each neighborhood

**Little Move 8.3:** Prioritize development in areas already served by services and infrastructure

The proposed development would add 38 units to Urbana’s housing stock, with a variety of units (single homes, duplexes, townhomes), and at a scale that is appropriate to the surrounding neighborhood. It would also redevelop an area already served by services and infrastructure.

### **PUD Ordinance Goals**

Every proposed Planned Unit Development must be reviewed for consistency with nine general goals outlined in Section XIII-3.C of the Zoning Ordinance.

*Note: Imagine Urbana has replaced the concepts of “Goals”, “Objectives”, and “Future Land Use” with “Big Moves”, “Little Moves”, and “Place Types”, though the replacement is not necessarily one-to-one. For example, “Place Types” include descriptions of land use, but also include text regarding building form, streets and connectivity, and open space. Until the Zoning Ordinance is updated to reflect Imagine Urbana, the PUD criteria will be evaluated by substituting the new terminology for the old.*

The proposed development is generally consistent with goals 2, 3, 5, 7, as follows:

1. *To encourage high quality non-traditional, mixed-use, and/or conservation development in areas identified in the Comprehensive Plan.*

This goal does not appear to be applicable anymore with the adoption of Imagine Urbana. Outside of some Place Types including text regarding a mix of uses, Imagine Urbana does not use these terms to identify specific areas of Urbana.

2. *To promote infill development in a manner consistent with the surrounding area;*

The proposal is infill development, and the majority of the site that abuts the existing neighborhood will contain duplexes and two single homes. This is consistent with the surrounding area, which contains many duplexes and single homes.

The proposed PUD is highly consistent with this goal.

*3. To promote flexibility in subdivision and development design where necessary;*

The proposed PUD includes waivers to allow smaller lot sizes and narrower streets than required. Approving smaller lot sizes would allow a relatively modest amount of more housing to be built on the site, which would reduce the cost of housing for purchasers and renters. Narrower streets will cost less to maintain in the long run for the City, if the streets are made public.

The proposed PUD is generally consistent with this goal.

*4. To provide public amenities not typically promoted by the Zoning Ordinance;*

The proposed development does not provide any public amenities beyond a typical development.

The proposed PUD is generally not consistent with this goal.

*5. To promote development that is significantly responsive to the goals, objectives, and future land uses of the Urbana Comprehensive Plan;*

The project is responsive to the Big Moves and Little Moves, and aligns with the Neighborhood I Place Type designation in Imagine Urbana.

The proposed PUD is generally consistent with this goal.

*6. To provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood in accordance with the Urbana Comprehensive Plan.*

As proposed, the PUD would not provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood. The site is relatively small, so it isn't possible to provide much internal street connectivity beyond what is proposed; it would also be impossible to provide street connectivity to the surrounding neighborhood without removing some existing housing. As proposed, there are two connections to Windsor Road, which is a relatively high-speed arterial road; one connection would be preferred and would be more in line with the City's access management guidelines.

Regarding pedestrian connectivity, there is an existing path that had connected the Windsor Swim Club to the site at the northwest corner. Staff would like to see that connection to the site maintained and connected to sidewalks within the development. If that were done, then the development would help meet this goal. As is currently proposed, the PUD is generally not consistent with this goal.

*7. To coordinate architectural styles, building forms, and building relationships within the development and the surrounding neighborhood.*

Preliminary PUDs do not require an applicant to submit architectural plans, so it is premature to consider architectural style at this time. There are four different building forms on the site plan, and these appear to be coordinated in a way that best fits the site. The relationship between buildings is similarly coordinated.

The proposed PUD is generally consistent with this goal. If and when a final PUD is applied for, this goal should be explored in more detail.

*8. To encourage the inclusion of a variety of public and private open space, recreational facilities, greenways and trails not typically promoted by the Zoning Ordinance;*

The preliminary plans do not include open space, recreational facilities, etc. beyond what a typical development would have.

The proposed PUD is generally not consistent with this goal.

9. *To conserve, to the greatest extent possible, unique natural and cultural features, environmentally sensitive areas, or historic resources, and to utilize such features in a harmonious fashion.*

Aside from the Windsor Swim Club, which was demolished more than 10 years ago, there are no known cultural features, environmentally sensitive areas, or historic resources on the site to conserve.

This goal is not applicable to this proposal.

## **Applicability**

Section XIII-3 of the Urbana Zoning Ordinance outlines requirements for a PUD. The purpose of a PUD is “to encourage development that goes beyond the minimum zoning and development standard in terms of design, public amenities, innovative ‘green’ construction and implementation of the Comprehensive Plan and other official development plans and policies. In exchange for public amenities, developers are granted flexibility in applying the typical zoning and development regulations.”

Planned Unit Developments can be residential, commercial, mixed-use, or industrial. The proposed development is a residential PUD. To be considered for a PUD, a proposed development must have a gross site area of at least a half-acre and meet one of the four criteria outlined in Section XIII-3.D of the Zoning Ordinance. The proposed development is on a lot that is over one acre and therefore meets the lot size requirement. The proposed PUD meets two of the four criteria listed below as defined by the Urbana Zoning Ordinance.

Infill Development – Redevelop properties within the urban area that are vacant or underutilized due to obstacles such as lot layout, utility configuration, and road access.

Mixed-Use – Either in the same building or with a “campus” approach, provide for a mixture of single-family, two-family, multi-family, commercial, office, and/or recreational uses.

## **Waivers**

Planned Unit Developments offer developers flexibility in applying zoning and development regulations. In this case, the applicant has applied for two waivers: one for reduced street width, and one for reduced lot size.

### **Street Width**

The Manual of Practice requires public residential streets to be at least 30 feet wide and private residential streets to be at least 24 feet wide. The streets in the proposed Site Plan (Exhibit E) are 24 feet wide. The applicant has indicated that they will likely have private streets in the proposed development, so this waiver may not ultimately be necessary. However, granting a waiver at this time to reduce the street width would give the applicant flexibility moving forward and would allow them to develop plans for a final PUD knowing that 24-foot streets are acceptable whether they are public or private.

Staff are in favor of granting a waiver for street width. If the streets in the proposed development become public streets, 24-foot streets would be less costly for the City to maintain than 30-foot streets, and there is no discernible benefit to be gained from requiring wider streets.

### **Lot Width**

The proposed development includes a mix of single homes, duplexes, and eight-unit townhomes. The Zoning Ordinance requires a minimum lot width of 60 feet for single homes, 45 feet for each unit of a

duplex (90 feet total), and 20 feet for each unit in a townhome building. While the Site Plan is not final, it includes lots that are less wide than the ordinance requires (e.g., 82-foot-wide duplex lots, single home lots less than 57 feet-wide). To proceed with plans for a final PUD that matches the proposed Site Plan, the applicant will require a waiver to reduce the lot width.

Staff are in favor of granting the requested waiver. It would allow the applicant to build a modest amount of more housing on the lot, which should reduce the cost of individual units (whether for purchase or for rent). Furthermore, there are countless examples of houses in Urbana on lots that are less wide than the Zoning Ordinance requires, and they cause no harm due to their width.

## Summary of Findings

1. The proposed development qualifies for PUD approval per Section XIII-3 of the Urbana Zoning Ordinance because it exceeds one-half acre and meets two of the four criteria outlined in Section XIII-3.D (Infill Development, Mixed-Use Development).
2. The proposed development is generally consistent with four of the goals of a PUD as listed in Section XIII-3.C of the Urbana Zoning Ordinance.
3. The proposed development is generally consistent with many of the Big Moves, Little Moves, and “Neighborhood I” Place Type designation in the Imagine Urbana Comprehensive Plan.
4. The proposal includes waivers to reduce lot size and street width, which, if granted, would allow more housing to be built on the site, at less cost to buyers or renters.

## Options

The Plan Commission has the following options for recommendations to the City Council regarding Plan Case 2510-PUD-25:

1. Recommend approval of the Preliminary Development Plan as attached; or
2. Recommend approval of the Preliminary Development Plan as attached, including any conditions; or
3. Recommend denial of the Preliminary Development Plan as attached.

## Recommendation

Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommends the Plan Commission forward Plan Case Nos. 2510-PUD-25 to the City Council with a recommendation for APPROVAL with the following conditions:

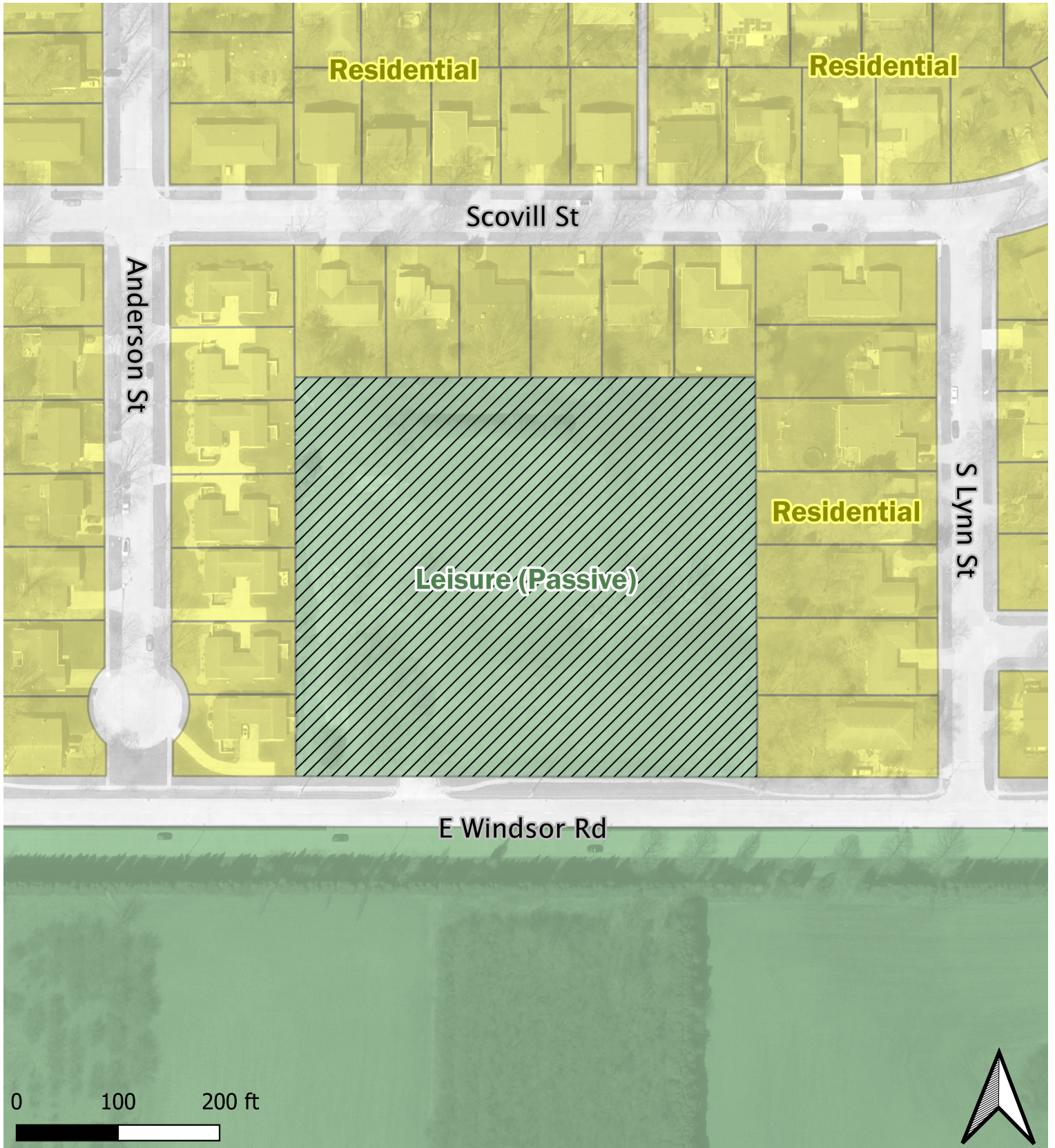
1. That the final development plans be in general conformance with the attached Site Plan, except that the Site Plan *may* be amended to reduce the number of automobile access points from two to one along Windsor Road.

Attachments: Exhibit A: Location and Existing Land Use Map  
Exhibit B: Existing Zoning Map  
Exhibit C: Future Land Use Map  
Exhibit D: Preliminary PUD Application  
Exhibit E: Site Plan  
Exhibit F: Previously-Approved Site Plan in Case No. 2172-PUD-12  
Exhibit G: Previously-Approved Site Plan in Case Nos. 2219-PUD-13  
Exhibit H: Neighborhood I Place Type description

cc: Wes Taylor (Applicant)

# Exhibit A - Location & Land Use

Item b.

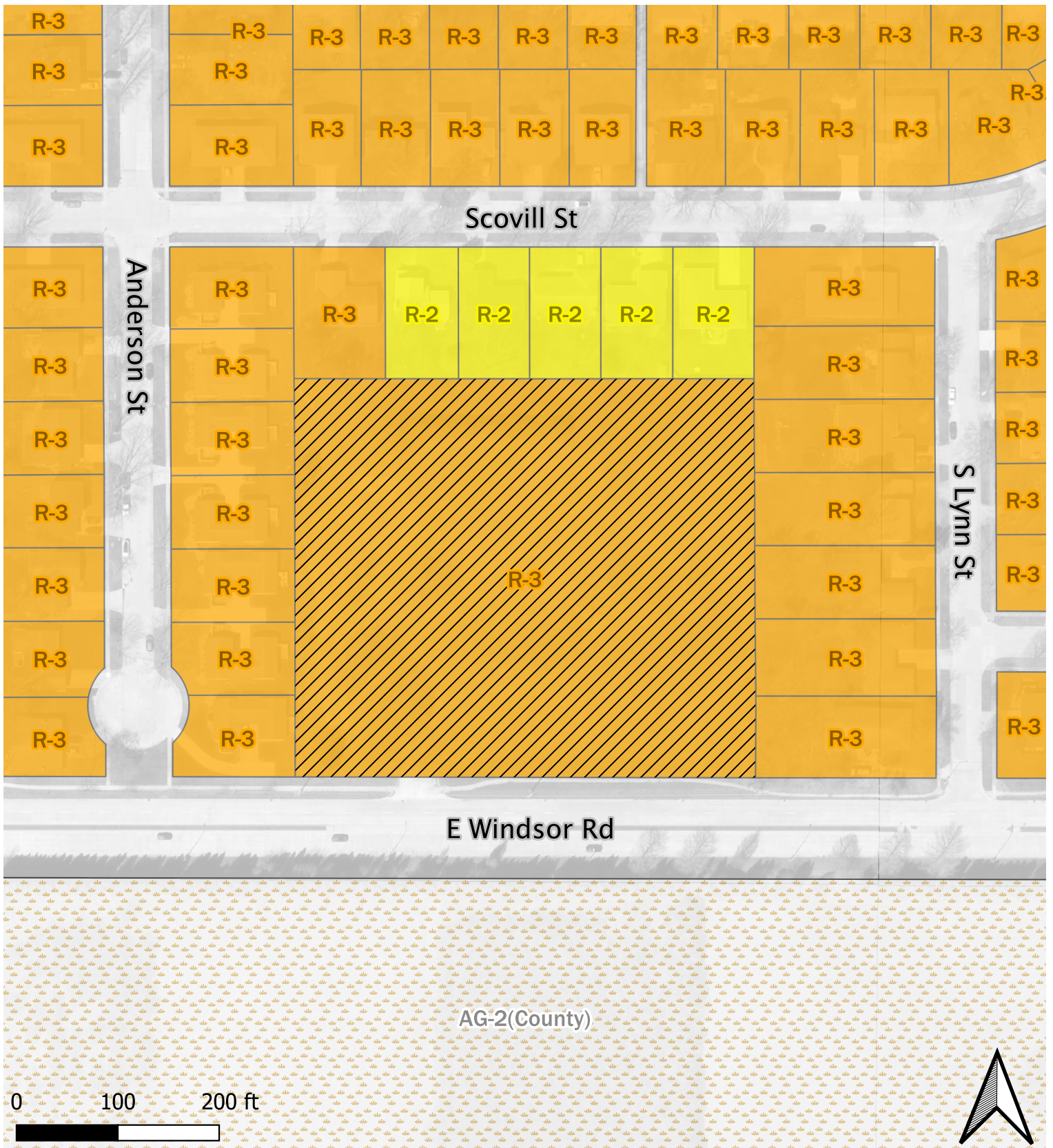


Case: 2510-PUD-25  
Subject: Windsor Oaks Preliminary PUD  
Location: 704 East Windsor Road  
Applicant: Wes Taylor

////, Subject Property

# Exhibit B - Zoning

Item b.



Case: 2510-PUD-25  
Subject: Windsor Oaks Preliminary PUD  
Location: 704 East Windsor Road  
Applicant: Wes Taylor

////, Subject Property

# Exhibit C - Place Types

Item b.



Case: 2510-PUD-25  
Subject: Windsor Oaks Preliminary PUD  
Location: 704 East Windsor Road  
Applicant: Wes Taylor

////, Subject Property



# Application for a Planned Unit Development - Preliminary

# PLAN COMMISSION

The application fee must accompany the application when submitted for processing. Please refer to the City’s website at <http://www.urbanaininois.us/fees> for the current fee associated with this application. **The Applicant is also responsible for paying the cost of legal publication fees.** Estimated costs for these fees usually run between \$75.00 and \$225.00. The applicant will be billed separately by the News-Gazette.

### DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Petition Filed 09-23-2025 Plan Case No. 2509-PUD-25  
Fee Paid - Check No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

#### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): pk elledge development llc Phone: 217-977-5967  
Address (street/city/state/zip code): 3604 N. Cunningham Ave.  
Email Address: wes@buildwithtaylor.com  
Property interest of Applicant(s) (Owner, Contract Buyer, etc.): owner

#### 2. OWNER INFORMATION

Name of Owner(s): wes taylor Phone:  
Address (street/city/state/zip code):  
Email Address:  
Is this property owned by a Land Trust?  Yes  No

*If yes, please attach a list of all individuals holding an interest in said Trust.*

**NOTE: Applications must be submitted and signed by the owners of more than 50% of the property’s ownership.**

#### 3. PROPERTY INFORMATION

Name of Planned Unit Development: windsor oaks  
Address/Location of Subject Site: 704 E. Windsor Rd.  
PIN # of Location: 93-21-21-357-024  
Lot Size: 3.89 acres  
Current Zoning Designation: R3

Current Land Use (*vacant, residence, grocery, factory, etc*): vacant

Proposed Land Use: subdivision - mix of duplexes and townhouse buildings

Present Comprehensive Plan Designation: neighborhood 1

How does this request conform to the Comprehensive Plan? it conforms very well.

Legal Description (*If additional space is needed, please submit on separate sheet of paper*):

**4. CONSULTANT INFORMATION**

Name of Architect(s): n/a

Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Engineers(s): mark miller

Phone: 217-202-8049

Address (*street/city/state/zip code*): po box 784 champaign illinois 61824

Email Address: mark@precisioneg.com

Name of Surveyor(s): merle ingersoll

Phone: 217-840-7785

Address (*street/city/state/zip code*): po box 784 champaign illinois 61824

Email Address: merle@precisioneg.com

Name of Professional Site Planner(s): n/a

Phone:

Address (*street/city/state/zip code*):

Email Address:

Name of Attorney(s): mea law - kyle emkes

Phone: 217-337-0700

Address (*street/city/state/zip code*): 2102 Windsor Pl Suite 1, Champaign, IL 61820

Email Address: realestate@mealaw.com

**5. PLANNED UNIT DEVELOPMENT REQUIREMENTS**

Has the applicant arranged for a preliminary conference as specified in Section XIII-3.F of the Zoning Ordinance?

Yes  No

Date of Preliminary Conference: 8/11/25

Type of PUD proposed: (*See Section XIII-3.A for descriptions of the following.*)

Residential  Commercial  Mixed Use  Industrial

In order to qualify as a PUD, the development plan must include a gross site area of **at least one-half acre** and meet **at least one** of the following:

- a) *Mixed-Use*. Either in the same building or with a “campus” approach, provide for a mixture of single-family, two-family, multi-family, commercial, office, and/or recreational uses.
- b) *Conservation*. Protect natural, cultural and/or historical resources and harmoniously utilize such features as part of the development. This may include environmentally sensitive or “green” building and site design.
- c) *Infill*. Redevelop properties within the urban area that are vacant or underutilized due to obstacles such as lot layout, utility configuration, and road access.
- d) *Unique Development*. Development that significantly responds to the goals and objectives of the Comprehensive Plan and other relevant plans and policies and/or addresses unique features of the site.

***Briefly describe the proposed PUD and how it meets the above criteria. (Attach additional sheets if necessary)***

Infill -

The Proposed PUD will allow a redevelopment of the currently vacant parcel, making it a much more useful area within the already developed neighborhood surrounding it.

It will be a mix of two family duplex style homes and townhouse style buildings. We would like to build approximately 10 duplex style buildings (20 units) total, and 3 townhouse buildings, ranging in size from 6-8 units.

Unit mix would also consist of variations of 2-3 bedroom style. Proposed duplexes would be single story, and townhouses would be 2 story.

We intend to maintain and protect the overall character of the surrounding area and homes, by doing a mix of units that will blend in and generally conform to the area around it.

Provide a narrative explaining how the proposed PUD is consistent with the following general goals of a PUD. In doing so, please identify which goals are applicable to the PUD and why.

- a) To encourage high quality non-traditional, mixed use, and/or conservation development in areas identified in the Comprehensive Plan;
- b) To promote infill development in a manner consistent with the surrounding area;
- c) To promote flexibility in subdivision and development design where necessary;
- d) To provide public amenities not typically promoted by the Zoning Ordinance;
- e) To promote development that is significantly responsive to the goals, objectives, and future land uses of the Urbana Comprehensive Plan;
- f) To provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood in accordance with the Urbana Comprehensive Plan.
- g) To coordinate architectural styles, building forms, and building relationships within the development and the surrounding neighborhood;
- h) To encourage the inclusion of a variety of public and private open space, recreational facilities, greenways and trails not typically promoted by the Zoning Ordinance;
- i) To conserve, to the greatest extent possible, unique natural and cultural features, environmentally sensitive areas, or historic resources, and to utilize such features in a harmonious fashion.

***(Attach additional sheets if necessary)***

[SEE ATTACHED]

Section XIII-3 of the Urbana Zoning Ordinance allows for the following standards to be varied from, if justified by the circumstances particular to the site or the project and approved by the City Council: lot width, building height, floor area ratio, setbacks, off-street parking and loading, landscaping and screening, and fences.

**Briefly describe any/all waivers that are anticipated as part of the development plan including justification for the waivers. Please note for each waiver whether approval is requested now, at the preliminary development plan approval stage, or will be requested at the final development plan approval stage. (Attach additional sheets if necessary)**

- A. minimum lot size - waiver to adjust the minimum lot size down so that we are able to maximize the usable / buildable area of the property
- B. minimum street width - waiver to adjust the minimum street width down so that we are able to maximize the usable / buildable area of the property
- C. Note: These waivers will allow us to do the proposed development at a lower cost by adding more units, in turn making them more affordable.
- D.

Does the proposed development plan involve a zoning map amendment?  Yes  No  
If yes, please describe:

Does the proposed development plan involve a subdivision plat?  Yes  No

Table XIII-2 of the Urbana Zoning Ordinance outlines recommended design features for PUD's. Please identify which design features are anticipated to be incorporated into the proposed PUD.

Building Layout, Lighting, Access Internal Connectivity, External Connectivity, Maximum Parking, Parking Area Landscaping, Street Trees, open space, drainage areas, architectural consistency, openings, exterior surfaces, building street relationship, materials, accessibility

**5. PRELIMINARY DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS:**

A preliminary development plan must be submitted with this application and should be conceptual but must minimally include the following materials: *(Blanks are provided to help in determining whether submission is complete)*

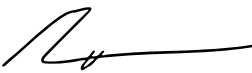
- A general location map of suitable scale which shows the location of the property within the community and adjacent parcels.
- A site inventory and analysis to identify site assets and constraints, such as floodplains, wetlands, soils, wooded areas, existing infrastructure and easements, existing buildings, and public lands.
- A conceptual site plan with the following information:
  - Any adjacent and/or contiguous parcels of land owned or controlled by the petitioner(s).
  - Proposed land uses, building locations, and any conservation areas.
  - Existing and proposed streets, sidewalks, and multi-use paths.
  - Buffers between different land uses.
- Any other information deemed necessary by Secretary of the Plan Commission.

**NOTE:** *If additional space is needed to accurately answer any question, please attach extra pages to the application.*

**By submitting this application, you are granting permission for City staff to post on the property a temporary yard sign announcing the public hearing to be held for your request.**

**CERTIFICATION BY THE APPLICANT**

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner’s behalf.

  
 \_\_\_\_\_  
 Applicant’s Signature

9/16/25  
 \_\_\_\_\_  
 Date

**PLEASE RETURN THIS FORM ONCE COMPLETED TO:**

City of Urbana  
 Community Development Department Services  
 Planning Division  
 400 South Vine Street, Urbana, IL 61801  
 Phone: (217) 384-2440  
 Fax: (217) 384-2367

**EXHIBIT A  
LEGAL DESCRIPTION OF THE PROPERTY**

That certain real property located in City of Champaign, State of Illinois, more particularly described as

**93-21-21-357-024 (Owner- Verdant Prairies, LLC)**

follows:

Permanent Index Number (PIN): **The South 384.305 feet of the East 453.39 feet of the West 758.39**

**feet of the** Southwest Quarter of Section 21, Township 19 North, Range 9 East of the Third Principal Meridian, in Champaign County, Illinois, and A part of the Southwest Quarter of Section 21, Township 19 North, Range 9 East of the Third Principal Meridian, in Champaign County, Illinois, described as follows:

Beginning at the Northeast corner of Lot 362 in Ennis Ridge Fifteenth Subdivision, a subdivision in Champaign County, Illinois, as per plat recorded in Plat Book "U" at page 16 in the Recorder's office of Champaign County, Illinois; thence East and parallel to the North line of said Lot 362, as extended to the Northwest corner of Lot 369 in said Ennis Ridge Fifteenth Subdivision; thence South along the West line of Lot 369, 370 and 371 in said Ennis Ridge Fifteenth Subdivision to the Northeast corner of the Windsor Swim Club Co. property, as per deed recorded in Book 807 at page 208 as document no. 738389 in the Recorder's office of Champaign County, Illinois; thence West along the North line of said Windsor Swim Club Co. property to the East line of Lot 360 in Ennis Ridge Fifteenth Subdivision, thence North along the East line of said Lot 360, the East line of Lots 361 and 362 in Ennis Ridge Fifteenth Subdivision, to the place of beginning, in Champaign County, Illinois,

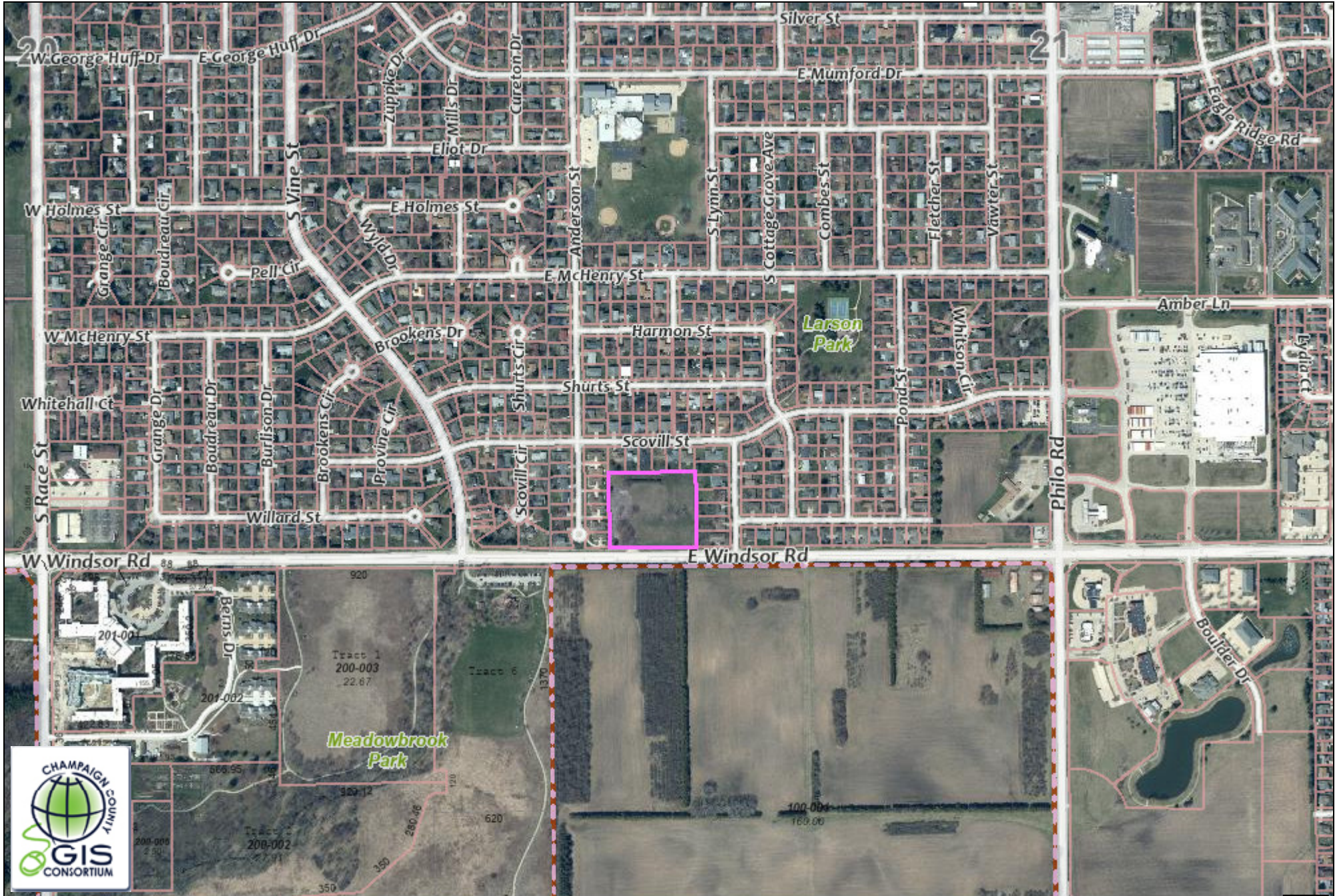
EXCEPT the following described real estate:

Beginning at a steel pipe monument at the Northeast corner of Lot 362 of Ennis **Ridge** Fifteenth Subdivision, thence on a local bearing North 89°30'30" East, along the South right of way of Scovill Street in the City of Urbana, Illinois, 453.38 feet to an iron pipe set in concrete at the Northwest corner of Lot 369 of said Subdivision, thence South 0°43'20" East, along a Westerly line of said Subdivision, 130.00 feet to a steel rod marker; thence South 89°30'30" West, 453.38 feet to a steel rod marker located on an Easterly line of said Subdivision, thence North West, along said Easterly line, 130.0 feet to the point of beginning, in Champaign County, Illinois.

Common Address: 704 East Windsor Road, Urbana, Illinois

# Windsor Swim Club Site

Item b.



This map was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGISC), or other CCGISC member agency. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this map is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this map and information contained herein. The use of this map constitutes acknowledgement of this disclaimer.

Anderson St

NO RECORDED EASEMENTS  
NO FLOODPLAINS  
LAND IS VACANT WITH NO BUILDINGS  
NO WOODED AREAS  
NO SIGNIFICANT SOIL TYPES

704 E Windsor Road  
Urbana IL

WATER IS ACROSS WINDSOR ROAD

SANITARY SEWERS

STORM SEWER

E Windsor Rd

Ennis  
Ridge 15th  
Sub

R-2 Single-Family  
Residential  
District

Windsor Place

Anderson St

S Lynn St

R-3 Single-Family  
and Two-Family  
Residential District

357-001

357-002

357-003

357-004

357-005

357-006

357-007

357-018

357-019

357-020

357-021

357-022

357-023

357-010

357-011

357-012

357-013

357-014

357-015

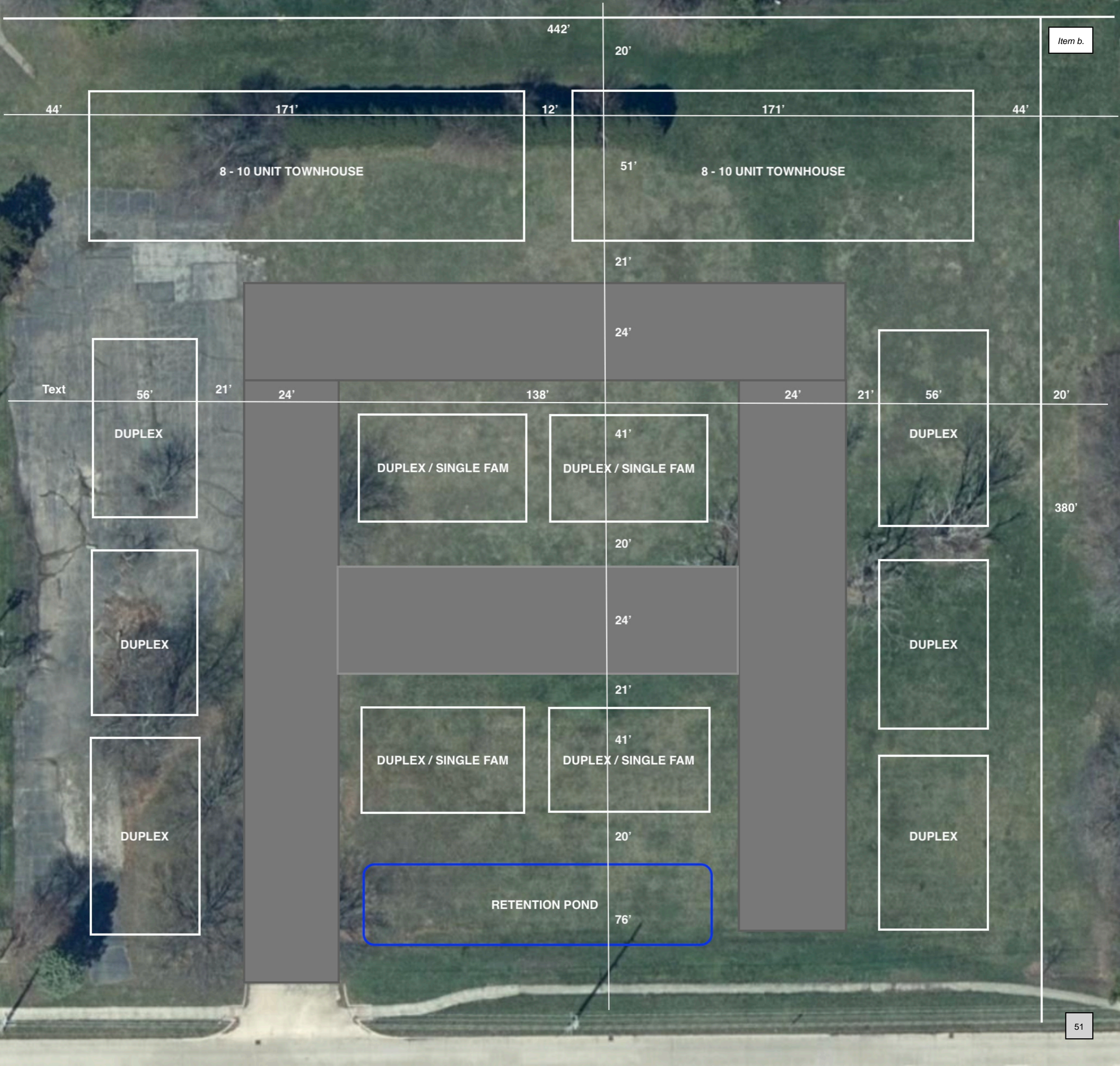
357-016

50

76

80

60



Item b.

442'

20'

44'

171'

12'

171'

44'

8 - 10 UNIT TOWNHOUSE

51'

8 - 10 UNIT TOWNHOUSE

21'

24'

Text

56'

21'

24'

138'

24'

21'

56'

20'

DUPLEX

DUPLEX / SINGLE FAM

41'

DUPLEX / SINGLE FAM

DUPLEX

380'

20'

DUPLEX

24'

DUPLEX

21'

DUPLEX / SINGLE FAM

41'

DUPLEX / SINGLE FAM

DUPLEX

20'

DUPLEX

RETENTION POND

76'



Provide a narrative explaining how the proposed PUD is consistent with the following general goals of a PUD. In doing so, please identify which goals are applicable to the PUD and why.

a) To encourage high quality non-traditional, mixed use, and/or conservation development in areas identified in the Comprehensive Plan;

*The proposed use would take a vacant property and transform it to a beautiful mix of well built, quality homes, for residents of Urbana that seek housing available near the campus.*

b) To promote infill development in a manner consistent with the surrounding area;

All proposed construction will generally conform with the residences and properties that surround it.

c) To promote flexibility in subdivision and development design where necessary;

The PUD will allow us the flexibility within the LDC to make the most of the space we have available by allowing us to adjust lot sizes and streets to be more conducive to the overall goal of the development.

d) To provide public amenities not typically promoted by the Zoning Ordinance;

The PUD will allow us to meet the need for more affordable, available, housing close to campus.

e) To promote development that is significantly responsive to the goals, objectives, and future land uses of the Urbana Comprehensive Plan;

The overall use of the proposed development site is largely the same as its current zoning, in essence preserving the desire Urbana had for this area when the plan and zoning was set originally.

**f) To provide a higher level of street and pedestrian connectivity within the development and the surrounding neighborhood in accordance with the Urbana Comprehensive Plan.**

**Streets within the development will connect to windsor road at the location the curb is already cut, and all current public sidewalks will remain as they are.**

**g) To coordinate architectural styles, building forms, and building relationships within the development and the surrounding neighborhood;**

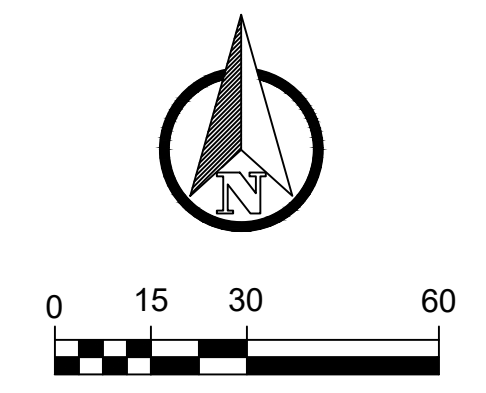
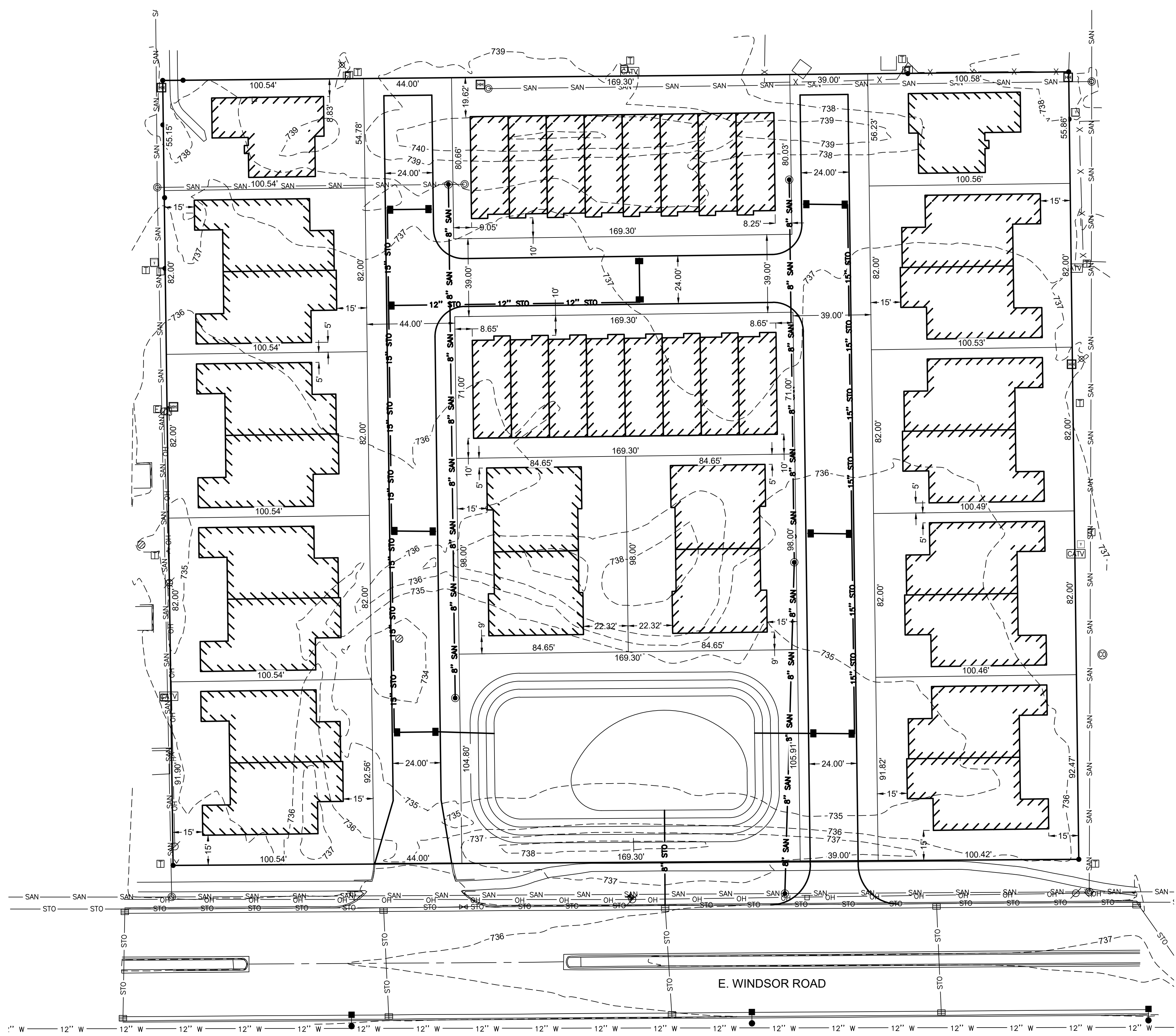
**All buildings within the development will be aesthetically similar and cohesive.**

**h) To encourage the inclusion of a variety of public and private open space, recreational facilities, greenways and trails not typically promoted by the Zoning Ordinance;**

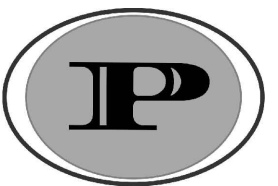
**We propose to create a space that can be used by those within the development as a green space for public recreation.**

**i) To conserve, to the greatest extent possible, unique natural and cultural features, environmentally sensitive areas, or historic resources, and to utilize such features in a**

N/A



File Name: S:\000 Projects\411 Taylor Construction and Design\41125006 Prel Site.dwg

REV. #	REV. DATE:	REVISION MADE:	
DATE:	10/07/25	SCALE: AS SHOWN	
FIELD BOOK:	2/18	DRAWN BY: MAM	
CHECKED BY:	MEI		
<b>PRELIMINARY SITE PLAN</b>			<b>PRECISION ENGINEERING GROUP, INC.</b> P.O. BOX 784 CHAMPAIGN, IL 61824-0784 PHONE: 217.202.8049 CIVIL ENGINEERING - LAND SURVEYING ILLINOIS DESIGN FIRM REGISTRATION NO. 184007595
TAYLOR - 704 EAST WINDSOR ROAD PART OF SEC. 19, T. 19 N., R. 9 E., 3rd P.M. URBANA, ILLINOIS			FILE # <b>41125006</b> SHEET <b>1 OF 1</b>



CONSTRUCTION PHASES

PHASE ONE

22 DWELLING UNITS + CLUBHOUSE  
PRIVATE ROADWAY & DRIVEWAYS  
UTILITY INFRASTRUCTURE  
SOUTH & WEST SIDE PATH & WALKWAYS

PHASE TWO

22 DWELLING UNITS  
PRIVATE DRIVEWAYS  
EXTEND WALKING PATH TO NORTH & EAST

PHASE THREE

'A' - ADD 4 DWELLING UNITS + ENHANCEMENTS TO CLUBHOUSE  
'B' - 0 UNITS + COVERED (5) LANE LAP POOL + ENHANCEMENTS TO CLUBHOUSE  
'C' - DO NOTHING (LEAVE GRASSY FIELD W/ PERIMETER TREES)

PARKING CRITERIA

DEDICATED PARKING

BLDG	ENCLOSED	OPEN
A	23, 1 HA	22, 3 HA
B	8	8
C	8	8
D	8	8
E	8	8
F	23, 1 HA	2, 1 HA
G	8	8
TOTAL	86, 2 HA	64, 4 HA

TOTAL SITE ACREAGE:  
4.01 ACRES

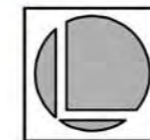
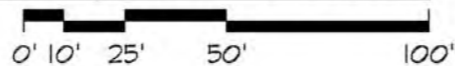
BUILDING FOOTPRINT TOTAL:  
1.27 ACRES

TOTAL PAVED SURFACE AREA (EXCLUDING PERIMETER TRACK):  
1.05 ACRES

LINEAR LENGTH OF PERIMETER TRACK:  
.388 MILES

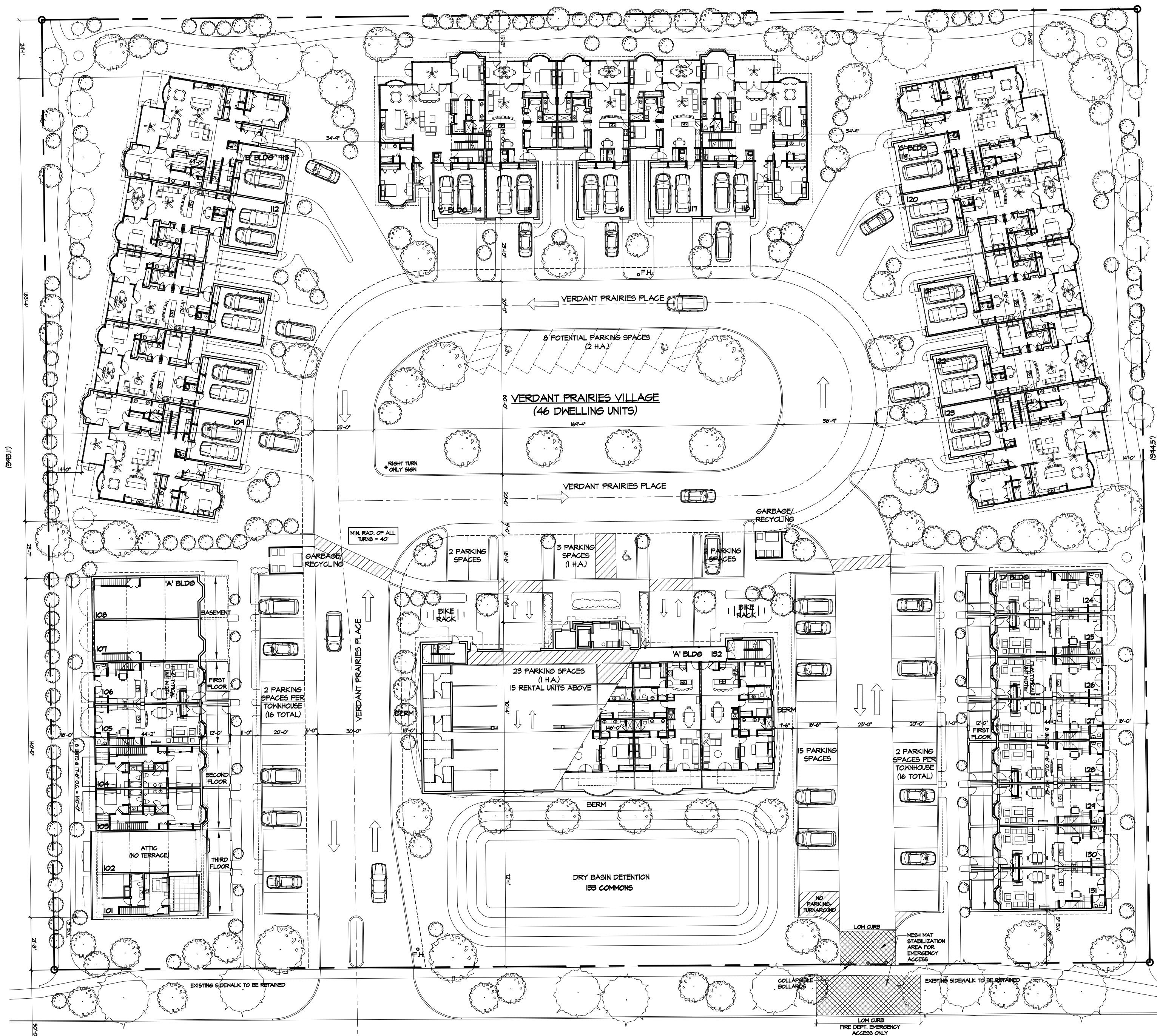


**VERDANT PRAIRIES CONDOMINIUMS**  
**SITE PLAN**



**OLSEN+ASSOCIATES**  
Architecture ■ Development ■ Planning  
3121 VILLAGE OFFICE PLACE ■ VILLAGE AT THE CROSSING  
CHAMPAIGN ■ ILLINOIS ■ 61822 ■ 217-359-3453

# Exhibit G



**CONSTRUCTION PHASES**

**PHASE ONE**  
 NORTH HALF OF SITE  
 - THREE FIVE VILLA UNITS  
 - WEST TO EAST SIDE OF SITE

**PHASE TWO**  
 SOUTHEAST & SOUTHWEST CORNERS OF SITE  
 - EIGHT TOWNHOUSE UNITS EACH (16 TOTAL)  
 - SOUTH TO NORTH SIDE OF SITE

**PHASE THREE**  
 SOUTH MIDDLE OF SITE  
 - FIFTEEN APARTMENT UNITS  
 - THREE STORIES OF UNITS OVER  
 ON GRADE PARKING

**PARKING CRITERIA**

BLDG	ENCLOSED	OPEN	TOTAL
A	0	16*	0
B	0	16	0
C	0	16	0
D	0	16	0
E	0	16	0
F	0	16	0
G	0	16	0
H	0	16	0
I	0	16	0
J	0	16	0
K	0	16	0
L	0	16	0
M	0	16	0
N	0	16	0
O	0	16	0
P	0	16	0
Q	0	16	0
R	0	16	0
S	0	16	0
T	0	16	0
U	0	16	0
V	0	16	0
W	0	16	0
X	0	16	0
Y	0	16	0
Z	0	16	0
ON SITE POTENTIAL	0	21	1
SUBTOTAL	52	84	4

\*OPTIONAL GARAGE ENCLOSURE OR CARPORT COVER

TOTAL SPACES ON SITE = 145 (INCLUDES 8 POTENTIAL SPACES)

NO. OF SPACES PER UNIT = 3.15

ONSITE BICYCLE PARKING = 28 @ (2) BIKES PER RACK

PREVIOUSLY APPROVED SITE PLAN FROM EARLIER CASE, FOR REFERENCE - NOT WHAT IS CURRENTLY BEING PROPOSED

**VERDANT PRAIRIES VILLAGE**  
**SITE PLAN**  
 SCALE: 1" = 30'-0"  
 DATE 12-15-2013 O+A JOB# 1303

URBANA, ILLINOIS

**OLSEN + ASSOCIATES**  
 Architecture • Development • Planning  
 321 VILLAGE OFFICE PLACE • VILLAGE AT THE CROSSING  
 CHAMPAIGN • ILLINOIS • 61822 • 217-369-3463

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## Place Type: Neighborhood I

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### General Description

These neighborhoods consist primarily of single houses, with some duplexes, and may include low-intensity small businesses and institutional uses.

### Land Uses

Mostly residential, primarily single houses. Some duplexes, smaller apartments, townhomes, and accessory dwelling units (e.g. garage apartments, backyard cottages) may be interspersed. Home-based businesses can be anywhere. Small businesses, like cafes and professional offices, may be appropriate along the edges of neighborhoods.

In the Doctor Ellis Subdivision, Historic East Urbana Neighborhood, and West Urbana Neighborhood, the intent is to preserve single- and two-family zoning where it currently exists.

### Building Form

Two- and three-story buildings on single lots are common. Main buildings typically have front yards and are set back a bit from the street. Smaller accessory buildings (sheds, garages, etc.) in rear and side yards are typical.

### Streets & Connectivity

Typically narrow, low-speed streets, though slightly wider streets with street parking are appropriate. Block lengths are short; when blocks are longer, there should be mid-block paths providing non-motorized connections. Parkways, sidewalks, and street trees are prominent. Access to individual lots off of alleys should be maintained where existing and encouraged in new developments. Street trees and other landscaping abound.

### Open Space

Most open space is in private yards. Some small pocket parks and larger parks are interspersed throughout the neighborhood. Streets also may function as a quasi-open space.

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN  
FOR A PLANNED UNIT DEVELOPMENT AT 704 EAST WINDSOR ROAD  
(Plan Case No. 2510-PUD-25)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Wes Taylor, on behalf of PK Elledge Development, LLC, has submitted an application for approval of a preliminary Planned Unit Development at 704 East Windsor Road for residential development. The property is zoned R-3, Single- and Two-Family Residential. The request includes zoning waivers to reduce minimum lot sizes and street widths; and

**WHEREAS**, Section XIII-3 of the Urbana Zoning Ordinance requires the submission and approval of a preliminary and a final development plan for Planned Unit Development, and that all requested waivers from development standards be expressly written; and

**WHEREAS**, after due publication, the Plan Commission held a public open house on the petition on October 9, 2025, and a public hearing on the petition on October 16, 2025; and

**WHEREAS**, the Plan Commission voted with three (4) ayes and zero (0) nays on October 16, 2025, to forward the case to the Urbana City Council with a recommendation to approve the preliminary Planned Unit Development; and

**WHEREAS**, the City Council finds that the requested preliminary development plan is consistent with Section XIII-3 of the Urbana Zoning Ordinance, Planned Unit Developments, and with the definitions and goals of this Section of the Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

Approval of the Preliminary PUD is recommended, including waivers for the street width and the lot width; with the following additional recommendations: the internal roads are marked as private, and that the petitioner get verification regarding emergency access along Windsor Road, and that detailed site plans are presented with the Final PUD submission to include all subdivision requirements and paved areas; and to include the following conditions:

1. That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the of the site, and that the connection ties into the PUD's sidewalks.
2. And request the petitioner consider alternative options to the dry-basin storm water retention pond, and further information on the stormwater management and the dry-basin are provided.

**Section 2.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

AYES:

NAYS:

ABSTENTIONS:

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Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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DeShawn Williams, Mayor

**MINUTES OF A REGULAR MEETING****URBANA PLAN COMMISSION****DATE:** October 16, 2025**TIME:** 7:00 P.M.**PLACE:** Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois**MEMBERS ATTENDING:** Dustin Allred, Andrew Fell, Bill Rose, Chenxi Yu**MEMBERS EXCUSED:** Will Andresen, Karen Simms**STAFF PRESENT:** Kevin Garcia, Principal Planner; Olivia Jovine, Director of Community Development Services; Teri Andel, Planning Administrative Assistant II**OTHERS PRESENT:** Matthew Bustiunen, Tom Hagensick, Wes Taylor**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:01 p.m. Roll call was taken, and there was a quorum of the members present.

**B. CHANGES TO THE AGENDA**

Kevin Garcia, Principal Planner, proposed that Plan Case No. 2511-M-25 be heard before Plan Case No. 2510-PUD-25. He felt the rezoning case should be considered after the text amendment regarding the CMU, Campus Mixed Use, Zoning District, which is what the rezoning is also about. Chair Allred agreed.

Mr. Fell moved that the Plan Commission make the change to the agenda as recommended by City staff. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

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

The amended minutes of the December 7, 2023 regular meeting were presented to the Plan Commission. Chair Allred explained that the amended language is meant to remedy a violation of the Open Meetings Act that occurred during that meeting. He read the following amendment into record:

Staff recommend that the minutes be amended by adding the following: "During the recess, the group discussed the nature and efficacy of the proposed motion. No notes were taken by the Commission or staff during the recess, and the recessed gathering was not recorded. At no time during the recess was any vote or final action taken by the Commission on any matter."

Mr. Rose moved that the Plan Commission adopt the minutes as amended. Mr. Fell seconded the motion. The motion was approved by unanimous voice vote.

The minutes of the March 13, 2025 special meeting were presented to the Plan Commission. Ms. Yu moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

The minutes of the April 17, 2025 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

#### **D. COMMUNICATIONS**

- Email from a concerned citizen regarding the Preservation and Restoration of Woodlawn Cemetery
- Email and attached letter from Laura Mattos, of JSM Living, in support of Plan Case No. 2509-T-25
- Email from Rosalyn LaPier in opposition to Plan Case 2510-PUD-25

#### **E. CONTINUED PUBLIC HEARINGS**

There were none.

#### **F. OLD BUSINESS**

There was none.

#### **G. NEW PUBLIC HEARING**

**Plan Case No. 2509-T-25 – A request by the Zoning Administrator to amend Table VI-3 of the Zoning Ordinance to establish lower maximum building heights in the CMU, Campus Mixed Use, Zoning District when located south of Green Street and west of Lincoln Avenue.**

Chair Allred opened Plan Case No. 2509-T-25. He reviewed the procedure for a public hearing. Kevin Garcia, Principal Planner, presented the case to the Plan Commission. He began by stating that the reason for the amendment is to match the intent of the Imagine Urbana Comprehensive Plan to have two different “University Neighborhoods”. Using a map, he showed where each area was located, one being north of Green Street and west of Lincoln Avenue AND the other area will be south of Green Street and west of Lincoln Avenue. The area north of Green Street would be appropriate for buildings taller than five stories, whereas, the area south of Green Street would be allowed to have buildings up to five stories. He stated that the amendment would also set a lower maximum building height to 40 feet/three stories for the CMU district in any other area of Urbana.

Mr. Garcia reviewed the development regulations for the CMU district and talked about how the proposed text amendment relates to Big Move 2 and Little Move 2.2 in the Imagine Urbana Comprehensive Plan. He presented staff’s recommendation for approval of the proposed text amendment.

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

Mr. Fell said that anecdotally it is hard to project ahead on how tall a building is going to be with how many stories and what is going to go in it. He asked how open City staff might be in the future when someone wants a variance on a height limit for a building that wants to be 68 feet tall. Mr. Garcia replied that a property owner/developer is always welcome to apply for a variance; however,

they will have to have a special circumstance. He added that if Mr. Fell felt there needed to be a little more room for design professionals to exercise their craft, then he suggests the Plan Commission propose a higher height limit now rather than relying on a future variance case.

Chair Allred asked how tall the tallest building to the west is. Mr. Garcia said that he believes the tallest building at Gregory Place is about 70 feet tall.

Chair Allred asked for verification that the intent is to match what already exists. Mr. Garcia said yes.

Mr. Rose asked about the definition of “height”. Is it to the ridge of a gabled building and to the parapet height of a low slope? Mr. Garcia explained that it is to the midpoint on a sloped roof. If it is a flat roof or if there is a parapet, then it measures to the height of the wall.

Chair Allred stated that the University Neighborhood currently crosses University Avenue and goes as far as the railroad line. He expressed concern about these causing problems because it does not make sense to allow 120-foot-tall buildings north of University Avenue. Mr. Garcia said that in practice, it would be limited to the area identified as “University Neighborhood”. He said that he was trying to be as simple as possible with the wording of the text amendment so that it would not open up to things that we do not want to see.

Chair Allred asked what the current height limit is on the north side of University Avenue. Mr. Garcia said that the height limit is theoretically infinite because it is zoned B-3, General Business. However, it is limited by floor area ratio, so we probably would not see any building much taller than four stories.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. There was none. So, Chair Allred closed the public input portion of the hearing. He opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he shares a little of Chair Allred’s concern about the area to the north of University Avenue, but it is not enough to change the language of the proposed amendment. Chair Allred stated that the CMU district does not currently apply to any properties north of University Avenue. So, if there was a future proposal to rezone to CMU, then the Plan Commission could deal with it at that point.

Mr. Rose moved that the Plan Commission forward Plan Case No. 2509-T-25 to the City Council with a recommendation for approval. Mr. Fell seconded the motion. Roll call on the motion was as follows:

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

The motion passed by unanimous vote.

Mr. Garcia noted that Plan Case No. 2509-T-25 would be forwarded to Committee of the Whole on Monday, November 3, 2025.

**Plan Case No. 2511-M-25 – A request by Jon Cairns, on behalf of Fairlawn Capital, to rezone 905 West Oregon Street from R-6, High Density Multiple-Family Residential, and 907 and 909 West Oregon Street from R-5, Medium High Density Multiple-Family Residential, to CMU, Campus Mixed Use, Zoning District.**

Chair Allred opened Plan Case No. 2511-M-25.

Kevin Garcia, Principal Planner, presented this case to the Plan Commission. He began by stating the reason the applicant applied for the proposed map amendment, which is to construct a mixed-use building on three adjacent parcels. Using a map, he showed the location of the three parcels. Exhibit A shows the existing land use designations. He noted the current zoning of the proposed lots and of the surrounding properties. He talked about the development regulations in the CMU, Campus Mixed Use, Zoning District. He stated that staff finds that the proposed rezoning request meets all eight of the LaSalle criteria used for rezoning. He showed photos of the existing parcels and reviewed the options of the Plan Commission. He presented staff's recommendation for approval.

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

Chair Allred suggested that if the Plan Commission recommends approval of the proposed rezoning to City Council, then they should recommend approval pending City Council's approval of Plan Case No. 2509-T-25. Mr. Garcia agreed and added that they should word the language of the motion to resemble the language for the City's staff recommendation in the written staff report.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to speak.

Tom Hagensick, Senior Construction Project Manager for Fairlawn Capital, approached the Plan Commission. He stated the idea of the proposed development is a continuation of the type of mixed-use buildings to the west. Their intention is to have commercial space on the ground floor with parking. The second floor would be dedicated to the University of Illinois for their School of Social Work. The three floors above that would be apartments.

Mr. Rose asked if all parking would be at grade. Mr. Hagensick said that he is not sure. He added that they are challenged with the current below grade parking in the two existing buildings with pipes freezing constantly.

Matthew Bustiunen approached the Plan Commission to speak in favor of the proposed rezoning. He feels that it is unfortunate to have an empty lot in this area, and he agrees with the applicant's representative in that a proposed development could greatly improve the area. He also feels that it would fit the surrounding area much better if the subject parcels are rezoned to CMU.

He asked if the first floor would be guaranteed for University of Illinois use or would it be open to other businesses. Mr. Garcia explained that when a parcel is rezoned, it becomes open to any of the possible uses allowed in that zoning district. So, when we review rezoning cases, we try to think of what types of uses might be allowed in that zone that would potentially be a nuisance to the surrounding area. We do not tie rezonings to specific projects, because there could be a nefarious developer say that they are going to do a certain project and show us some beautiful, fancy drawings, and then as soon as the property gets rezoned, they could build something totally different.

There was no additional public input, so Chair Allred declared the public input portion of the hearing closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he was employed to work on one of the existing buildings about ten years ago, and it was in really bad shape then. He moved that the Plan Commission forward Plan Case No. 2511-M-25 to the City Council with the following recommendations:

- Denial of Plan Case No. 2511-M-25 if the City Council denies Plan Case No. 2509-T-25; and
- Approval of Plan Case No. 2511-M-25 if the City Council approves Plan Case No. 2509-T-25

Mr. Rose seconded the motion. Roll call on the motion was as follows:

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

The motion was passed by unanimous vote.

Mr. Garcia noted that this case would be forwarded to Committee of the Whole on November 3, 2025.

**Plan Case No. 2510-PUD-25 – An application by Wes Taylor, on behalf of PK Elledge, LLC, for preliminary approval of a residential Planned Unit Development at 704 East Windsor Road in the R-3, Single- and Two-Family Residential, Zoning District.**

Chair Allred opened Plan Case No. 2510-PUD-25.

Kevin Garcia, Principal Planner, presented the case to the Plan Commission. He began by noting the location and giving a brief history of the proposed site. He stated the zoning and future place types of the subject property and of the surrounding properties. Using the Site Plan, he reviewed the layout of the proposed development and how the development would compare to the *Imagine Urbana* Comprehensive Plan and to the Planned Unit Development (PUD) goals in Section XIII-3.C of the Urbana Zoning Ordinance. He talked about the requested waivers for a reduction in street width and to allow a reduction in the requirement for lot width. Since 2023, the City requires applicants for PUDS to hold an open house, which was held on October 9, 2025, and three residents from the neighborhood attended. They expressed concern about parking on the streets, ownership of each type of housing, whether existing trees would be retained, and about egress/ingress off Windsor Road. He showed photos of the site from all directions. He presented staff's recommendation for approval with the following conditions:

1. That the final development plans be in general conformance with the Site Plan, except that the Site Plan may be amended to reduce the number of automobile access points from two to one along Windsor Road; and
2. That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into sidewalks within the PUD.

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

Mr. Fell recalled that the Fire Department required a secondary access onto the site when a PUD was requested last time. He asked if the Fire Department was consulted on the proposed PUD. Mr. Garcia replied that they were consulted during a preliminary stage of the application process, but he would reach out to them again.

Mr. Fell stated that each housing unit would need to have a garage or else the parking would not fit. It appears that they can have garages. Townhomes are required to have two parking spaces per unit. The parking spaces on the Site Plan do not look like they are wide enough to put two cars. He would like justification if the Fire Department staff is okay with the amount of parking spaces that would preliminarily be provided for. He also asked if the applicant would be required to put sidewalks in. Mr. Garcia said yes. Mr. Fell stated that a car will not fit between the sidewalk and the building. Residents would have to park their cars in the garage. He stated that he needed more information on the Site Plan regarding parking.

Mr. Fell questioned if the setback requirements for this zoning district would be met for the proposed development. Two duplexes with a five-foot setback and ten feet between the buildings seems pretty close. If this conforms to the Zoning Ordinance, then he is fine with it. However, if it does not, then the applicant would need another waiver. Mr. Garcia said he would look into this further.

Mr. Rose noted that the subject parcel is zoned R-3, Single and Two-Family Residential. Townhomes are not permitted uses in the R-3 Zoning District. He asked if we consider townhomes to conform to the R-3 District. Mr. Garcia said no. Typically, townhomes would not be allowed in the R-3 District because they would be more than two common lot line units. However, when an applicant asks for a planned unit development, they can ask for things that are not typically allowed. Chair Allred asked why this was not mentioned that the applicant would be getting relief from the requirements or the use restrictions. Mr. Garcia replied that waivers are only granted for things required in the Land Development Code. So, with a PUD, if an applicant provides a Site Plan showing setbacks that are less than would be allowed, he was not sure if they would need a waiver for it. Chair Allred stated that it is not so much about whether an applicant would need a waiver but more about the Plan Commission knowing what the relief and trade off would be so they can weigh the benefit to the community versus what they would be giving away in terms of what the rules are calling for. Mr. Garcia referred to Section XIII.3.E of the Zoning Ordinance, which talks about minimum development standards. He pointed out that #1 in this section talks about flexible zoning standards. He read this to the Plan Commission.

Chair Allred asked if the applicant would need to apply for a subdivision as well. Mr. Garcia said yes. Chair Allred stated that the waivers would formally apply in the subdivision approval process as well. Mr. Garcia confirmed this.

Chair Allred asked about the next steps. Mr. Garcia said that if the proposed preliminary PUD is approved by City Council, then the applicant could apply for a final PUD and could also concurrently apply for subdivision approval. Both of these would require the Plan Commission to review and make a recommendation to the City Council. He pointed out that the Final PUD would provide a more detailed site plan, landscaping plans, and elevation plans.

Chair Allred asked if the Plan Commission would need to request a condition asking for more details in the final PUD, because the only thing listed in the purpose statement is that the proposed development would be infill, but any by right development for this site would also be infill. So, this

does not seem particularly unique. It would provide a mix of housing types, but only two are allowed by right and one would be an exception to the rules. So, he is left wondering about what details of the proposed preliminary PUD justify relief from the rules. Mr. Garcia replied that this is not something that the Plan Commission would have to specify in detail. He stated that an applicant can apply for waivers during the preliminary PUD or wait until the final PUD to ask for them. An applicant is not required to submit very detailed plans during the preliminary PUD. It is more of a sketch or concept of what the applicant would like to do.

Chair Allred read the purpose statement for this development. He said that it is not clear what the applicant would be providing in exchange for getting relief from the requirements. The only thing that staff has asked for at this time is the extension or preservation of the trail, which he believes would be a minimum expectation when we are thinking of this as something that should go beyond conventional approaches to development. The application has no description of any kind of intent to do anything with landscape buffering. He said that he is trying to get a sense of how the Plan Commission could proceed if there are these kinds of concerns.

Mr. Rose asked if the applicant was required to provide a retention pond or would it be considered an amenity. Mr. Garcia said yes, and the size of the pond is what they think would be required for this development.

Chair Allred asked if the Land Development Code or Manual of Practice discouraged private streets. Mr. Garcia said that the City discourages them by only allowing private streets in mobile home parks or in planned unit developments. The City does not allow them anywhere else.

Chair Allred asked if there would be turnarounds at the dead ends of the north-south streets. Mr. Garcia said that he was not sure. These may need to be reconfigured.

Ms. Yu said that she was not clear about the initial approval. She asked if the initial approval was for the developer to know if they should invest and put more resources on developing a more detailed plan. Would the final approval come back to the Plan Commission? Mr. Garcia said that the final PUD would come to the Plan Commission, who would make a recommendation to City Council.

Mr. Garcia stated that the preliminary PUD application just has to have the following basic information:

- Owners of the site;
- Developers;
- General location map; and
- Site inventory that shows flood plains, and wetlands

He said that this is all that is required for the preliminary PUD application. The final PUD application requires the following:

- General location map;
- Specific site plan with locations of proposed structures;
- Circulation system for pedestrian, bike and motor vehicles;
- Location of existing and proposed curb cuts;
- Off- street parking and loading spaces;
- Landscape plan;

- Location of any proposed open space;
- Preliminary storm water plan;
- Preliminary utilities plan;
- Location of street and pedestrian lighting;
- Conceptual elevations of all proposed commercial buildings and conceptual typical elevations of residential buildings;
- Design, location, display area, and height of any proposed signage; and
- Development program that provides general information about the development, including desired residential and commercial tenants, housing price targets, estimated construction costs, and any other information that conveys that purpose and intent of the development and a development schedule and any other information deemed necessary by the Secretary of the Plan Commission

He said that the final PUD application has a lot of detail; whereas, the preliminary PUD application does not have much detail required.

Chair Allred said that the Plan Commission should take it as this is our opportunity to provide feedback and recommendations about what we would like to see in the final submission if they are to recommend approval for this. Mr. Garcia said yes.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to approach and speak on behalf of his request.

Wes Taylor, applicant, approached the Plan Commission. He mentioned that he worked with his Engineering group to create the proposed concept. He also attended a Development Review Team (DRT) meeting with City staff to get feedback and learn what the best process would be. It was with City staff's recommendation to apply for a planned unit development. He mentioned that this is his first PUD, so he is not sure what is or is not required. One thing about the PUD that attracted him to try it is to keep the homes at a more affordable price point. The main waiver that they are requesting is a reduction in the street width because the more space they have allows them to build more units, which in turn brings the cost per unit down and aids them in being able to provide the price point for the housing that they want to be able to provide.

Mr. Taylor stated that he is open to whatever the City's input is to an extent to make the development work for what works for the City as well as for his company. His understanding was that this is a preliminary phase to get approval for their concept, so they can move to the next step and get a final design that meets all the criteria.

With there being no other public input, Chair Allred closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Mr. Fell stated that the proposed details are appropriate for this level of review. He is not concerned with density or street width. He expressed his concern about how the developer is going to incorporate all the infrastructure of the subdivision that is required. He needs to see how the sidewalks are going to be integrated and how the driveways are going to fit. The proposed Site Plan looks like there will be duplexes with two car garages, which will take up a considerable amount of real estate to do and to get a driveway there. They will not be able to fit a car between the street and the garage. Extra cars will be parking on the street. He does not see a way they will be able to get

cars into the townhouses. He said that he is not saying that they cannot do it. He is only saying that he does not have enough information to know that it is possible. He also wants some kind of confirmation that the Fire Department has been consulted about having one access on/off Windsor Road. He would like to see a more elaborate, detailed site plan when the applicant applies for the final PUD.

Mr. Rose expressed concern about the connection at the northwest corner. He believes that pedestrian access for the whole site needs to be accommodated at the corner. He expressed concern about residents on Scovill because if parking is pinched in the proposed development, then people might want to park on Scovill and walk the rest of the way to their units. He would hate to see this become a sore point for the neighborhood.

He expressed concern about whether the applicant would provide a retention or detention pond. He needs more information for the final PUD application on this.

Chair Allred stated that he agrees with what Mr. Fell and Mr. Rose both said. He reiterated that he needs to see more details about what the applicant proposes to provide in exchange for relief from the required zoning and subdivision regulations. He mentioned different options the applicant could provide. He feels the proposed development is exciting and does not want to discourage development on the site, especially since it has been vacant so long.

Ms. Yu said that it is really good to see someone develop this big piece of land across from one of the City's most beloved parks. She hopes that the developer comes back with a high-quality development and more details.

Mr. Taylor reapproached to confirm what the Plan Commission input is asking for. He asked if the discussion that the Plan Commission just had about what they need to see is input for the final PUD application or is the intention for his company to go back and revise the preliminary PUD application. Chair Allred replied that it is to provide guidance to Mr. Taylor for the final PUD application.

Mr. Rose asked if the Plan Commission should make a list of information that they want to see for the final PUD application. Chair Allred and Mr. Fell listed some of the Plan Commission's concerns:

- General conformance with the purpose of the Planned Unit Development
- Conceptual and subdivision plans preliminarily approved by staff including infrastructure and site design requirements such as parking, sidewalks, and lighting

Mr. Garcia pulled up the staff's recommendation for the Plan Commission members to see. The Plan Commission discussed how to best modify the recommendation. They talked about parking requirements, which is two parking spaces per single family house, two parking spaces for each unit in a duplex, and two parking spaces for each unit in a townhome; however, the applicant can ask for a waiver of the parking requirements.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2510-PUD-25 to the City Council with a recommendation for approval including waivers for street width and for lot width; with an additional recommendation that the petitioner get verification from the Fire Department regarding there only being one access along Windsor Road; a more detailed site plan is presented with the

Final PUD submission including all subdivision requirements and any additional areas intended to be paved on the property; and to include the following condition:

- That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into the PUD sidewalks

Ms. Yu asked if the Plan Commission could require the applicant to incorporate some useful green space in the retention pond design. Mr. Fell said it is possible; however, the drawback is that the infrastructure for this type of basin is very expensive to install. He does not know if they are planning to provide a detention or retention area. Mr. Taylor said that it would be a dry basin. Mr. Fell explained that a dry basin fills up when it rains, but it will not have water in it all of the time or the Plan Commission could ask the petitioner to provide other options. Ms. Yu said that it would be worth asking the petitioner. Chair Allred agreed.

Mr. Fell added a friendly amendment to the motion to recommend that the petitioner investigate alternative options to the dry basin. Mr. Rose stated that he likes the wording. Is it possible for the petitioner to tie into existing sanitary sewers. Mr. Garcia pointed out that the storm sewer is located along Windsor Road.

The motion and friendly amendment now reads as such:

The Plan Commission forward Plan Case No. 2510-PUD-25 to the City Council with a recommendation for approval including waivers for street width and for lot width; with an additional recommendation that the petitioner get verification from the Fire Department regarding there only being one access along Windsor Road; a more detailed site plan is presented with the Final PUD submission including all subdivision requirements and any additional areas intended to be paved on the property; and to include the following condition:

- That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into the PUD sidewalks; and
- Request that the petitioner consider alternative options to the dry-basin storm water retention pond.

Mr. Rose seconded the motion. Roll call on the motion with amendments was as follows:

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

The motion passed by unanimous vote.

Mr. Garcia noted that this case would be forwarded to Committee of the Whole on November 3, 2025.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Garcia reported on the following:

- Staffing – There are two candidates that the City is considering hiring to fill open Planner positions.
- Resignation from the City – He stated that this is his last Plan Commission meeting as he is resigning after 11 years of service with the City of Urbana. His last day will be Wednesday, October 22, 2025. The Plan Commission members thanked him for his service and said that they have enjoyed working with him.

**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 9:04 pm.

Respectfully submitted,



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Olivia Jovine, Interim Secretary  
Urbana Plan Commission



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanaininois.us](http://www.urbanaininois.us)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** November 10, 2025, Regular City Council Meeting  
**Subject:** An Ordinance Amending the Urbana Zoning Map  
(Rezone 905 West Oregon Street from R-6 to CMU, and 907 and 909 West Oregon Street from R-5 to CMU / Plan Case No. 2511-M-25)

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### Summary

#### *Action Requested*

Council is being asked to approve a zoning map amendment (“rezoning”) for land owned by Fairlawn Capital (“Fairlawn”) and the University of Illinois (“University”) at the 900-block of West Oregon Street. To rezone 905 West Oregon Street from R-6, High Density Multiple-Family Residential, and 907 and 909 West Oregon Street from R-5, Medium High Density Multiple-Family Residential, to CMU, Campus Mixed Use.

#### *Plan Commission Recommendation*

The Plan Commission reviewed the rezoning on October 16, 2025, and voted unanimously to recommend approval to City Council (four ayes to zero nays).

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Approval of the rezoning will have no impact on City services.

#### *Strategic Goals & Plans*

The rezoning aligns with the Imagine Urbana Comprehensive Plan, which identifies the area as a “University Neighborhood” west of Lincoln Avenue, between Nevada and Oregon Streets.

It also relates to the following Big and Little Moves:

- Align the Zoning Ordinance with Imagine Urbana. (Big Move 2)
- Implement incremental steps to address immediate concerns, prior to the approval of a new Zoning Ordinance. (Little Move 2.2)

*Previous Council Actions*

July 28, 2025: Council approved the Imagine Urbana Comprehensive Plan<sup>1</sup>, including the Place Types map, which clearly designates this area as “University Neighborhood.” The proposed rezoning to the Campus Mixed-Use (CMU) district would allow for both a mixed-use building and higher-density residential, in an area identified as being appropriate for the “University Neighborhood” as described in Imagine Urbana.

November 3, 2025: Council moved the proposed zoning map amendment to the regular agenda for the Council Meeting scheduled for November 10, 2025.

**Discussion***Additional Background Information*

Please see the attached Plan Commission staff report for additional background information, and for a complete explanation of the proposed changes and their rationale.

*Policy or Statutory Impacts*

No impact.

*Fiscal and Budget Impact*

No impact.

*Community Impact*

If adopted, the proposed rezoning has the potential to positively impact the community by encouraging redevelopment of three adjacent parcels— one owned by the University, and two owned by Fairlawn— as a five-story, mixed-use building containing institutional and residential uses. Fairlawn and the University have been discussing redeveloping the three parcels with a multi-story building that would provide space for the University’s School of Social Work as well as multiple floors of apartments. One parcel is currently vacant, and the other two parcels (owned by Fairlawn) are currently comprised of very old multi-family buildings, built in 1990, that need serious repair.

**Recommendation**

The Plan Commission unanimously recommended approval of the text amendment to City Council. Staff concur with the Plan Commission’s recommendation.

---

<sup>1</sup> Ord No. 2025-04-013

**Attachments**

1. An Ordinance Amending the Urbana Zoning Map (Rezone 905 West Oregon Street from R-6, and 907 and 909 West Oregon Street from R-5, to CMU / Plan Case No. 2511-M-25)
2. Plan Commission Staff Report (October 16, 2025).
3. Plan Commission Meeting Minutes (October 16, 2025).

Originated by: Olivia Jovine, Director of Community Development Services

Reviewed: Darius White, City Administrator

Approved: Darius White, City Administrator

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE URBANA ZONING MAP**

**(Rezone 905 West Oregon Street from R-6 to CMU, and 907 and 909 West Oregon Street from R-5 to CMU / Plan Case No. 2511-M-25)**

**WHEREAS**, the City Council passed Ordinance No. 9293-124 on June 21, 1993, which adopted the 1993 Comprehensive Amendment to replace the 1979 Comprehensive Amendment to the 1950 Zoning Ordinance of the City of Urbana (“City”), which is also known as the Urbana Zoning Ordinance (“Zoning Ordinance”); and

**WHEREAS**, Jon Cairns, on behalf of Fairlawn Capital, submitted a petition to rezone 905 West Oregon Street from R-6, High Density Multiple-Family Residential, and 907 and 909 West Oregon Street from R-5, Medium High Density Multiple-Family Residential, to CMU, Campus Mixed Use.

**WHEREAS**, said petition was presented to the Plan Commission as Plan Case No. 2511-M-25; and

**WHEREAS**, after due publication in accordance with Section XI-7 of the Zoning Ordinance and Section 11-13-14 of the Illinois Municipal Code (65 ILCS 5/11-13-14), the Plan Commission held a public hearing on the petition on October 16, 2025; and

**WHEREAS**, the Plan Commission voted four (4) ayes and zero (0) nays on October 16, 2025, to forward Plan Case No. 2511-M-25 to the City Council with a recommendation to approve a rezoning to the CMU (Campus Mixed Use) zoning district; and

**WHEREAS**, the amendments described herein conform to the Big Moves, Little Moves, and policies of the Imagine Urbana Comprehensive Plan as amended from time to time; and

**WHEREAS**, the City Council finds that the requested rezoning is consistent with the criteria contained in *La Salle National Bank v. County of Cook*, 12 Ill. 2d 40, 145 N.E.2d 65 (Ill. 1957) and *Sinclair Pipe Line Co. v. Village of Richton Park*, 19 Ill.2d 370 (1960); and

**WHEREAS**, the City Council, after due consideration, finds that an amendment to the Urbana Zoning Map as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City's government and affairs.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Illinois, as follows:

**Section 1.**

The Official Zoning Map of Urbana, Illinois, is herewith and herby amended to change the zoning classification of 905 West Oregon Street from R-6 (High Density Multiple-Family Residential) zoning district to CMU (Campus Mixed Use) zoning district, and to change the zoning classification of 907 and 909 West Oregon Street from R-5 (Medium High Density Multiple-Family Residential) zoning district to CMU (Campus Mixed Use zoning district.

**Section 2.**

Upon approval of this Ordinance, the City Clerk is directed to record a certified copy of this Ordinance with the Champaign County Office of Recorder of Deeds. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2025.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
DeShawn Williams, Mayor

**Ordinance Attachment A**

**Table VI-3 – Development Regulations**

Zoning District	Minimum Lot Size (square feet)	Minimum Lot Width (feet)	Maximum Height of Principal Structure (feet)	Maximum Floor Area Ratio	Minimum Open Space Ratio	Required Yards (feet) <sup>1</sup>		
						Front	Side	Rear
CMU	6,000	60	<u>120/65/40</u> (see note 19)	none	none	10 min. 20 max.	none	none

...

19. In the Campus Mixed Use (CMU) District, the maximum building height is based on location. In areas north of Green Street and west of Lincoln Avenue, the maximum height is 120 feet. In areas south of Green Street and west of Lincoln Avenue, the maximum height is 65 feet, with a maximum of five stories. In all other areas, the maximum height is 40 feet, with a maximum of three stories.

(~~Strikethrough~~ = removed text; Underline = added text)



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission

**FROM:** Kevin Garcia, Principal Planner

**DATE:** October 16, 2025

**SUBJECT:** **Plan Case 2511-M-25:** A request by Jon Cairns, on behalf of Fairlawn Capital, to rezone 905 West Oregon Street from R-6, High Density Multiple-Family Residential, and 907 and 909 West Oregon Street from R-5, Medium High Density Multiple-Family Residential, to CMU, Campus Mixed Use.

### Introduction & Background

Fairlawn Capital (“Fairlawn”) and the University of Illinois (“University”) are in discussions to develop three adjacent parcels – one owned by the University, and two owned by Fairlawn – as a five-story, mixed-use building containing institutional and residential uses. A mixed-use building is not possible under the current zoning designations for these parcels, but it would be possible in the CMU, Campus Mixed Use, Zoning District.

Staff’s recommendation to the Plan Commission is contingent upon the outcome of Plan Case 2509-T-25, as that case pertains to building heights in the CMU district (see “Recommendation” below).

### Description of Site and Area

The site contains three separate parcels in the 900-block of West Oregon Street. It is approximately two-thirds of an acre (29,566sf). The westernmost parcel is owned by the University of Illinois and is vacant. Until recently, it contained a building used by the Music Department. That building had outlived its usefulness and was demolished. The remaining two parcels contain apartment buildings that were built in the 1990s (see Exhibit A). The western two parcels are zoned R-5, Medium High Density Multiple-Family Residential, while the eastern parcel is zoned R-6, High Density Multiple-Family Residential (see Exhibit B). Table 1 below identifies the current zoning, existing land use, and future place type of the site and surrounding properties (see Exhibit C).

### Discussion

Fairlawn and the University have been discussing redeveloping the three parcels with a multi-story building that would provide space for the University’s School of Social Work as well as multiple floors of apartments. The planned development aligns well with the “University Neighborhood” designation in the Imagine Urbana Comprehensive Plan (“Imagine Urbana”), however, the existing zoning does not allow for mixed-use buildings. In practice, the existing zoning also makes it difficult to develop high-density residential due to a combination of parking requirements, floor-area ratios, open space ratios, and required yards.

The proposed rezoning to the Campus Mixed-Use (CMU) district would allow for both a mixed-use building and higher-density residential, in an area identified as being appropriate for those things in

Imagine Urbana. However, the CMU district currently allows buildings up to 120 feet-tall, or 10 to 11 stories, while Imagine Urbana calls for a maximum of five stories in the area containing the site. Staff therefore only recommend that Plan Commission recommend approval of the rezoning if the Commission also recommends approval of the CMU zoning text amendment (2509-T-25).

Table 1. Zoning, Land Use, and Place Type

Location	Zoning	Existing Land Use	Place Types
Site	R-5 (Medium High Density Multiple-Family Residential) R-6, High Density Multiple-Family Residential	Apartments, Vacant	University Neighborhood
North	R-5 (Medium High Density Multiple-Family Residential)	University of Illinois	Campus
South	R-5 (Medium High Density Multiple-Family Residential)	University of Illinois	University Neighborhood
East	R-5 (Medium High Density Multiple-Family Residential)	Apartments	University Neighborhood
West	R-5 (Medium High Density Multiple-Family Residential)	Parking	University Neighborhood

**Rezoning Criteria**

In the case of *La Salle National Bank v. County of Cook*, the Illinois Supreme Court developed a list of factors that are paramount in evaluating the legal validity of a zoning classification for a particular property. In addition to the six La Salle Criteria, the court developed two more factors in the case of *Sinclair Pipe Line Co. v. Village of Richton Park*. Together, all eight factors are discussed below to compare the current zoning to the proposed zoning.

1. *The existing land uses and zoning of the nearby property.*

Nearby properties are a mix of R-5, R-6, CCD (Campus Commercial District), and CRE (Conservation-Recreation-Education), with commercial, apartment, and institutional (mostly University) uses. The proposed rezoning would allow a mix of uses that would align well with the surrounding area. This weighs in favor of the proposed rezoning.

2. *The extent to which property values are diminished by the restrictions of the ordinance.*

There is no evidence that the ordinance has diminished the property values in this cases. However, the proposed rezoning would likely increase the value of the subject property as well as surrounding properties, since it would facilitate the replacement of a vacant lot and two unattractive apartment buildings with a new development. This weighs in favor of the proposed rezoning.

3. *The extent to which the ordinance promotes the health, safety, morals, or general welfare of the public.*

The proposed rezoning to CMU would allow the property owners to develop a mixed-use building, replacing two aging apartment buildings and one vacant lot. Redevelopment of the three parcels would be beneficial to the general welfare of the public. This weighs in favor of the proposed rezoning.

4. *The relative gain to the public as compared to the hardship imposed on the individual property owner.*

The CMU district is designed to ensure that new developments have basic design elements that contribute to a better public realm (e.g. pedestrian entrances that face the street, parking hidden behind buildings, no blank facades facing the street). To that end, the rezoning would benefit the public by allowing a new development that will be more pleasing than a vacant lot and two unattractive, aging apartment buildings. The current zoning imposes a hardship on the property owners by not allowing a mix of uses in an area where Imagine Urbana encourages them, and by requiring more parking than data show is needed in areas close to the University. These factors – adding public benefit while also adding benefit to the property owners – weigh heavily in favor of the proposed rezoning.

5. *The suitability of the subject property for the zoned purposes.*

The property is well-suited for pedestrian-friendly, mixed use developments, which is what the CMU district allows and encourages. It is located right next to the University of Illinois and Gregory Place, in a highly walkable area. This weighs in favor of the proposed rezoning.

6. *The length of time the property has been vacant as zoned, considered in the context of land development, in the area, in the vicinity of the subject property.*

The only vacant parcel of the three has been vacant for less than a year, but it was cleared in anticipation of redevelopment. If the proposed rezoning is not granted, that parcel could remain vacant, or, given the zoning, could be redeveloped as part of a single-use residential development. This weighs in favor of the proposed rezoning.

7. *The community's need for more of the proposed use.*

Imagine Urbana calls for high-density residential and mixed uses in this area. The rezoning would allow the replacement of relatively few older apartments with a higher number of new apartments in this location, west of Lincoln Avenue. That will help alleviate development pressure to the east of Lincoln Avenue. In addition, the rezoning would provide new space for University uses. This weighs in favor of the proposed rezoning.

8. *The care with which the community has planned its land use development.*

Imagine Urbana designates this area as “University Neighborhood”. The closest zoning district that Urbana has to match that designation is Campus Mixed Use. This weighs in favor of the proposed rezoning.

Overall, the request meets all eight criteria for a rezoning.

## Summary of Findings

1. The proposed rezoning to CMU (Campus Mixed-Use) would allow for higher-density, mixed uses, and would be compatible with the “University Neighborhood” Place Type designation in Imagine Urbana.
2. The proposed rezoning would allow buildings up to 120 feet tall, which is incompatible with the Place Types map in Imagine Urbana, which identifies the area as being appropriate for buildings up to five stories tall. The rezoning should therefore only be approved if Case No. 2509-T-25 is also approved; that case would limit heights in the CMU district in the area containing the subject properties to 65 feet/five stories.

3. The proposed rezoning meets all eight of the rezoning criteria.

## Options

The Plan Commission has the following options in Plan Case 2511-M-25:

1. Forward the case to City Council with a recommendation to approve the rezoning request.
2. Forward the case to City Council with a recommendation to deny the rezoning request.

## Recommendation

Based on the evidence presented in the discussion above, and without the benefit of considering additional evidence that may be presented at the public hearing, staff recommends the following:

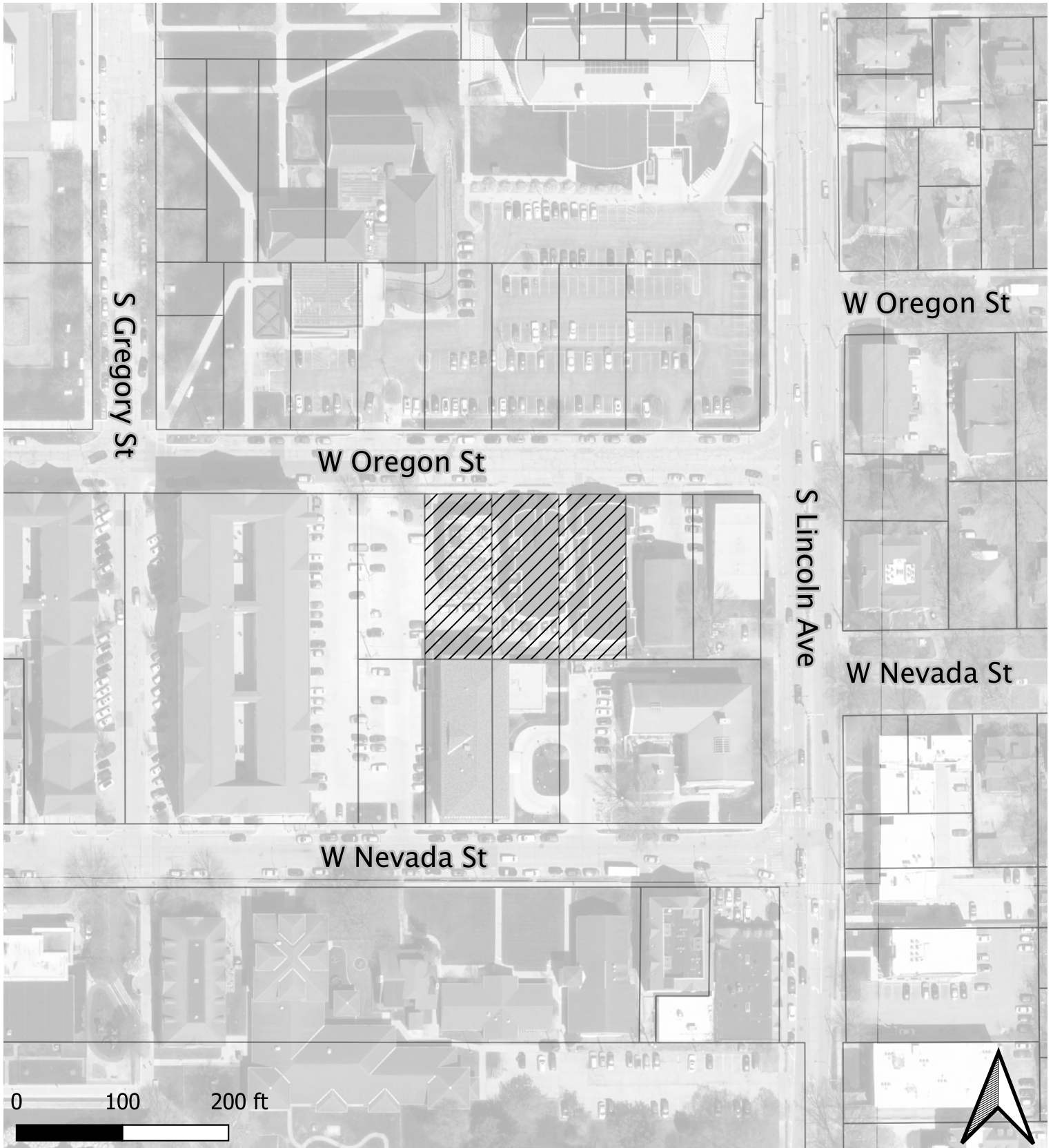
1. If the Plan Commission recommends approval of Plan Case 2509-T-25, the Plan Commission should recommend APPROVAL of the rezoning request;
2. If the Plan Commission recommends denial of Plan Case 2509-T-25, the Plan Commission should recommend DENIAL of the rezoning request.

Attachments: Exhibit A: Location Map  
 Exhibit B: Zoning Map  
 Exhibit C: Place Types Map  
 Exhibit D: Application for Zoning Map Amendment  
 Exhibit E: Site Photos & Aerials  
 Exhibit F: Zoning Description Sheets: R-5, R-6, CMU

cc: Chris Hartman, Jon Cairns (Fairlawn Capital, Applicants)

# Location Map

Item c.

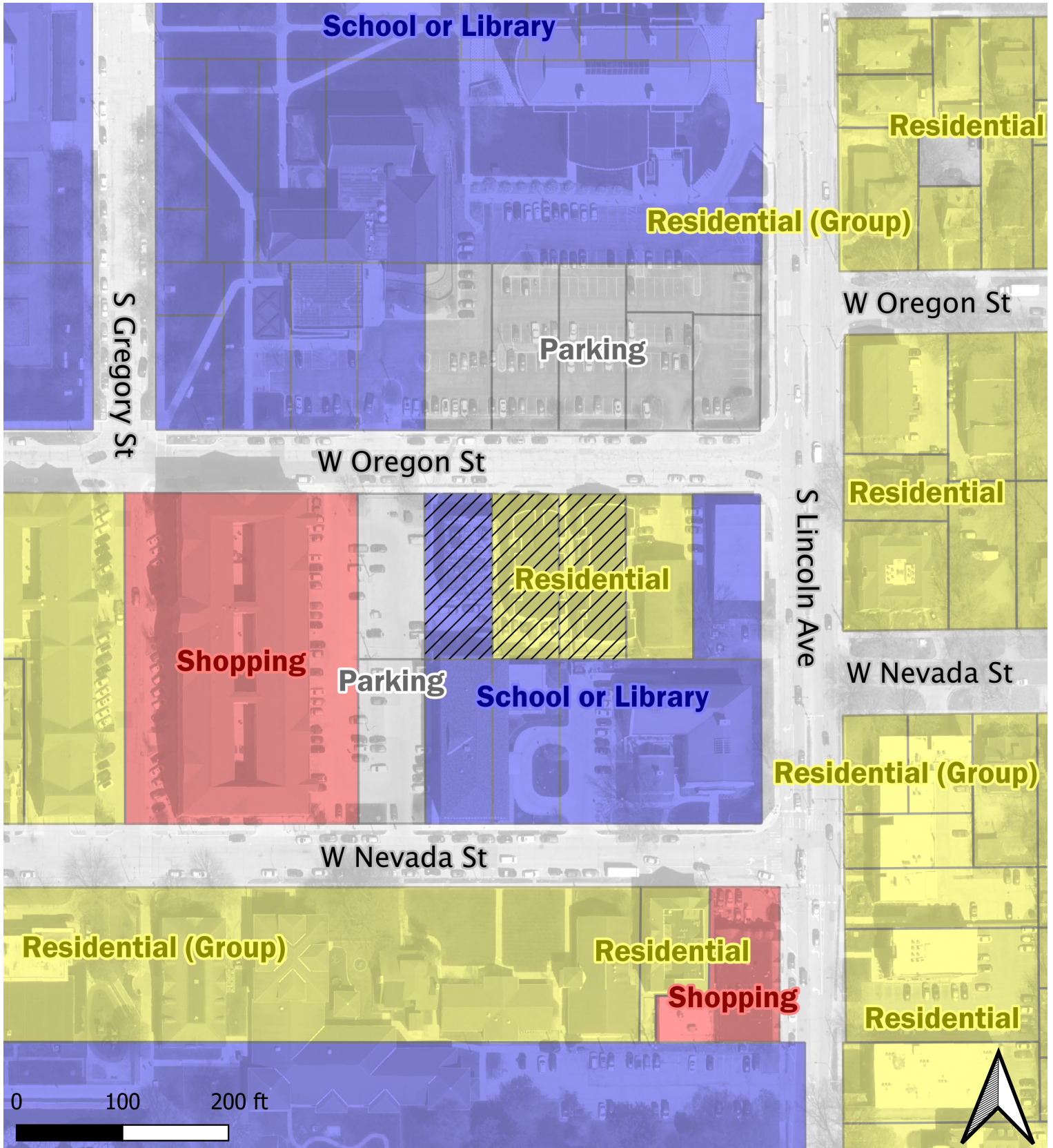


Case: 2511-M-25  
Subject: Rezoning to CMU  
Location: 905, 907, 909 W Oregon St  
Applicant: Fairlawn Capital

//// Subject Property

# Exhibit A - Location & Land Use

Item c.

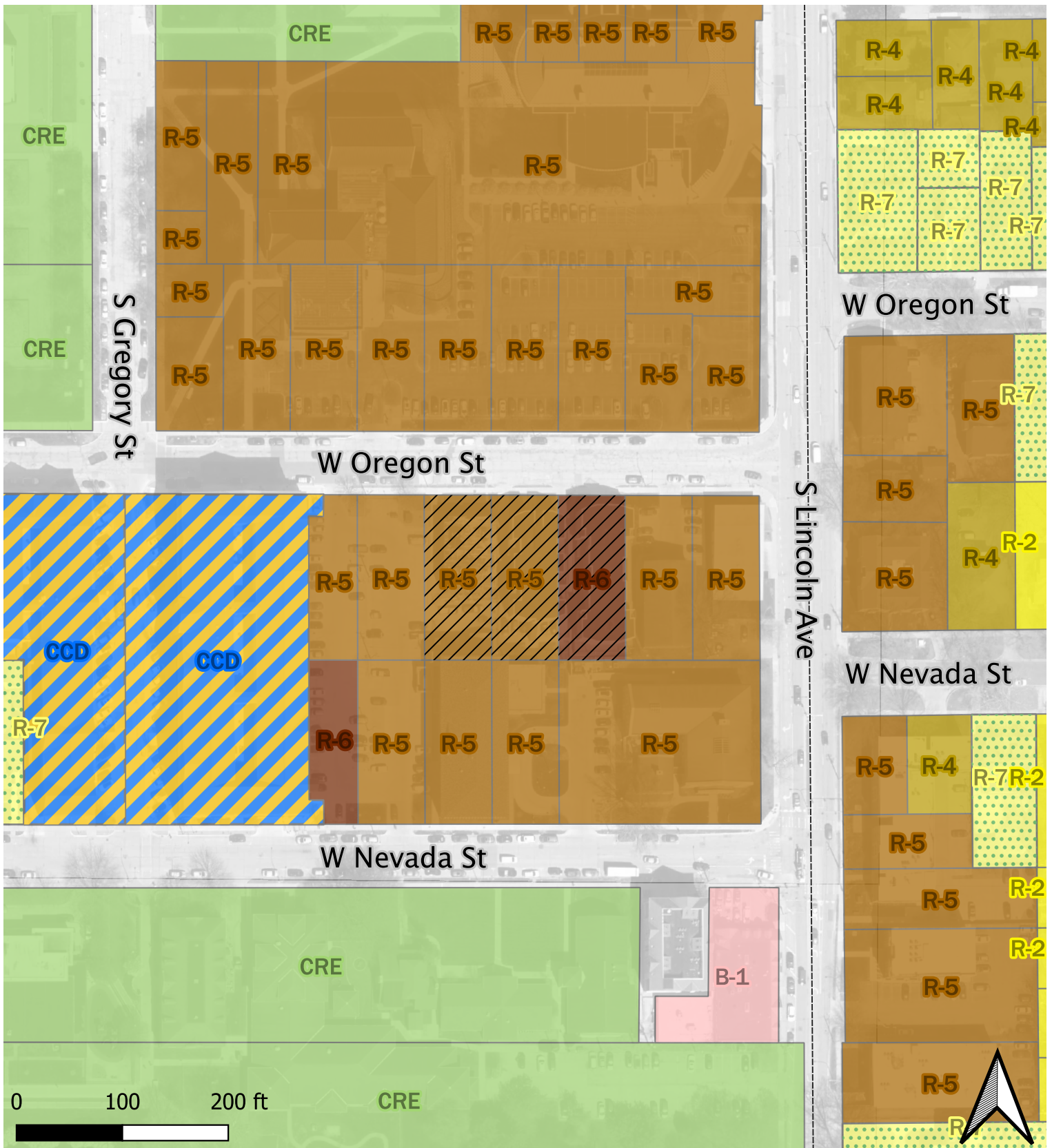


Case: 2511-M-25  
Subject: Rezoning to CMU  
Location: 905, 907, 909 W Oregon St  
Applicant: Fairlawn Capital

//// Subject Property

# Exhibit B - Zoning

Item c.

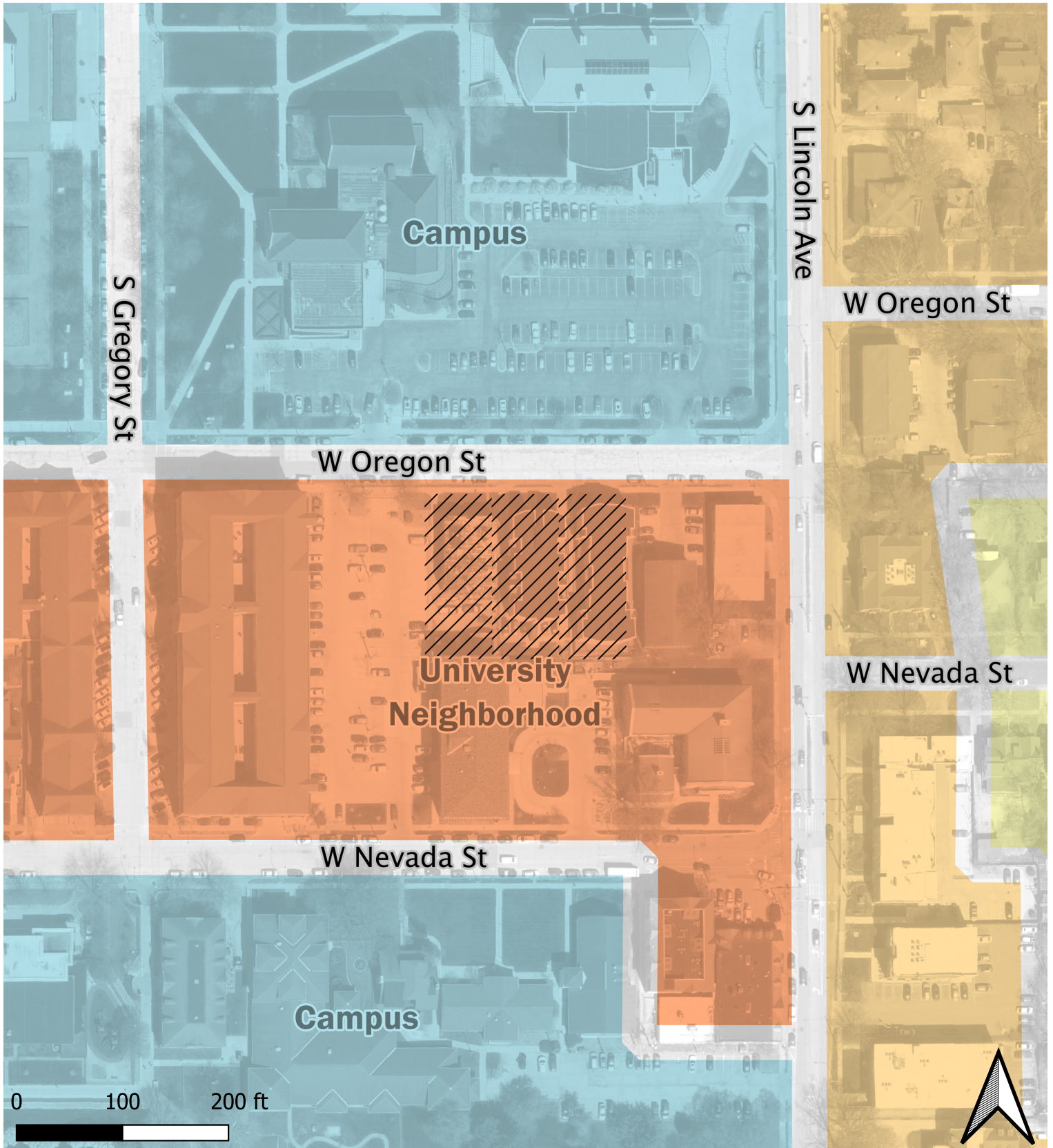


Case: 2511-M-25  
 Subject: Rezoning to CMU  
 Location: 905, 907, 909 W Oregon St  
 Applicant: Fairlawn Capital

/// Subject Property

# Exhibit C - Place Types

Item c.



Case: 2511-M-25  
Subject: Rezoning to CMU  
Location: 905, 907, 909 W Oregon St  
Applicant: Fairlawn Capital

//// Subject Property



**PERMIT PROJECT**  
FILE #: 25-003071  
905 WEST OREGON STREET URBANA IL 61801  
THERE IS AN ACTIVE RENTAL REGISTRATION ON THIS PARCEL.  
MIXED-USE DEVELOPMENT PROJECT



Address  
All Addresses



**PERMIT #: MAP25-000001**

Permit Type  
Zoning Map Amendment

Subtype  
Zoning Map Amendment

Work Description:  
Mixed-use Development containing Student Housing, University Space and Retail

Applicant  
Fairlawn Capital - Jon Cairns

Status  
Online Application Received

Valuation  
0.00



**FEES & PAYMENTS**

Plan Check Fees 0.00

Permit Fees 220.00

Total Amount 220.00

Amount Paid 220.00

Balance Due 0.00

Non-Billable



**PERMIT DATES**

Application Date  
09/24/2025

Approval Date

Issue Date:

Expiration Date:

Close Date

Last Inspection

**OFFICE USE ONLY**

**PLANNING CASE NUMBER**

2511-M-25

Neighbor Notice Mailed

Sign Posted Date

Legal Ad Published

Plan Commission Meeting Date

Plan Commission Recommendation



City Council Action Date

City Council Action



Recorded Document Number

Date Recorded

Planning Case Notes

**APPLICATION**

The application fee must be paid when submitting the application. For the current fee amount, please refer to the most recent version of the City's 'Schedule of Fees - Excluding Liquor License Fees', which can be found at <https://www.urbanillinois.us/fees>.

The applicant is also responsible for paying the cost of the legal ad publication fees. The News-Gazette will bill the applicant directly. Legal ad publication fees vary from \$75.00 and up.

**If you need assistance completing this form, please contact the Planning Department at [Planning@urbanillinois.us](mailto:Planning@urbanillinois.us) or (217) 384-2440.**

**PROPERTY INFORMATION**

Current Zoning District

R-6 - High Density Multiple Family Residential



Proposed Zoning District

CMU - Campus Mixed Use



**i** Current Land Use

Dwelling, Multifamily

Item c.

Proposed Land Use

Dwelling, Multifamily, University/ College, Retail Trade

Lot Size (SqFt)

30615

Legal Description Provided by Applicant

LOTS 32, 33, and 34 IN UNIVERSITY ADDITION AS PER PLAT RECORDED IN PLAT BOOK "B" AT PAGE 18, SITUATED IN THE CITY OF URBANA, IN CHAMPAIGN COUNTY, ILLINOIS.

Verified Legal Description by Planner

**CONSULTANT INFORMATION**

Architect Name, Email and Phone

Architect



Engineer Name, Email and Phone

Engineer



Surveyor Name, Email and Phone

Surveyor



Site Planner Name, Email and Phone

Site Planner



Attorney Name, Email and Phone

Attorney



**REASONS FOR AMENDMENT**

What error in the existing ordinance would be corrected by the Proposed Amendment?

The request is based on changing conditions and not an error

What changed or changing conditions warrant the approval of this amendment?

The City recently adopted a new comprehensive plan, which identifies this area as a "University Neighborhood". This amendment would allow new development on the site to better match the intent for the district. The current zoning does not allow for mixed-use development.

Explain why the subject property is suitable for the proposed zoning

The subject property's location makes it ideal for a mixed-use building that would bring retail, university space, and student housing to the site. Nearby parcels already allow for the same mixed uses.

What other circumstances justify the zoning amendment

The University has already demolished the Music Education Annex building at 909 W Oregon, and the existing residential buildings at 905 and 907 W Oregon are aging and in need of replacement. The zoning amendment would allow for collaboration with the University to bring a larger-scale mixed-use development to the site.

Time schedule for development (if applicable)

We hope to begin construction in late 2026.

**i** Additional exhibits submitted by the applicant



**CERTIFICATION**

I grant permission for City staff to post a temporary yard sign on the subject property announcing the public hearing to be held for my request (if required).

Agree

I acknowledge that my electronic or digital signature on this application has the full legal effect as that of my written signature.

Agree

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on behalf of the owner.

Agree

Applicant Signature Upload

[signature.png](#)

Signer Name

Jon Cairns

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Nevada Street

Item c.

Gregory Place →

Oregon Street



904 W NEVADA ST

908 W NEVADA ST

908 W NEVADA ST

1004 W NEVADA ST

901 W OREGON ST

903 W OREGON ST

905 W OREGON ST

907 W OREGON ST

909 W OREGON ST

VILLA LN

VILLA LN

VILLA LN

601 S LINCOLN AVE

VILLA LN

VILLA LN

VILLA LN

VILLA LN

VILLA LN







WARNING



smile  
Fairlawn Student Living  
905-907 W. Oregon  
smilestudentliving.com 217-903-0440

UNIVERSITY OF OREGON  
Notice of  
Public Hearing  
PLAN COMMISSION  
The Board of Regents of the University of Oregon  
has adopted the following resolution:  
RESOLUTION NO. 2015-001  
The Board of Regents of the University of Oregon  
has adopted the following resolution:  
RESOLUTION NO. 2015-001  
The Board of Regents of the University of Oregon  
has adopted the following resolution:  
RESOLUTION NO. 2015-001



## R-5 – MEDIUM HIGH DENSITY MULTIPLE-FAMILY RESIDENTIAL ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the R-5 Zoning District is as follows:

"The R-5, Medium High Density Multiple-Family Residential District is intended to provide areas for multiple-family dwellings at densities ranging up to medium high."

The following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the R-5 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

### PERMITTED USES:

#### Agriculture

Agriculture, Cropping

#### Business - Recreation

Country Club or Golf Course

Lodge or Private Club

#### Public and Quasi-Public

Church, Temple or Mosque

Elementary, Junior High School or Senior High School

Institution of an Educational or Charitable Nature

Library, Museum or Gallery

Municipal or Government Building

Park

#### Residential

Assisted Living Facility

Boarding or Rooming House

Dormitory

Dwelling, Community Living Facility, Category I, Category II and Category III

Dwelling, Duplex\*\*\*

Dwelling, Duplex (*Extended Occupancy*)\*\*\*

Dwelling, Home for Adjustment

Dwelling, Multifamily

Dwelling, Multiple-Unit Common-Lot-Line\*\*\*

Dwelling, Single Family

Dwelling, Single Family (*Extended Occupancy*)

Dwelling, Transitional Home, Category I and II

Dwelling, Two-Unit Common-Lot-Line\*\*\*

Nursing Home

### SPECIAL USES:

#### Industrial

Solar Farm

#### Public and Quasi-Public

Hospital or Clinic

Methadone Treatment Facility

Police or Fire Station

Principal Use Parking Garage or Lot

### PLANNED UNIT DEVELOPMENT USES:

#### Business – Miscellaneous

Mixed-Use Planned Unit Development (*See Section XIII-3*)

#### Residential

Residential Planned Unit Development (*See Section XIII-3*)

**CONDITIONAL USES:**

**Agriculture**

Artificial Lake of One (1) or More Acres

**Business – Miscellaneous**

Day Care Facility (*Non-Home Based*)

**Business – Personal Services**

Mortuary

**Business – Professional and Financial Services**

Professional and Business Office

**Public and Quasi-Public**

Electrical Substation

**Residential**

Bed and Breakfast, Owner Occupied

**Table V-1 Notes:**

\*\*\* See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

**DEVELOPMENT REGULATIONS IN THE R-5 DISTRICT**

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
R-5	6,000	60	35	0.90	0.30	15 <sup>9</sup>	5 <sup>18</sup>	5 <sup>18</sup>

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>9</sup>** – In the R-1 District, the required front yard shall be the average depth of the existing buildings on the same block face, or 25 feet, whichever is greater, but no more than 60 feet, as required in Section VI-5.D.1. In the R-2, R-3, R-4, R-5, R-7, and MOR Districts, the required front yard shall be the average depth of the existing buildings on the same block face (including the subject property), or 15 feet, whichever is greater, but no more than 25 feet, as required in Section VI-5.D.1. (*Ordinance No. 9596-58, 11-20-95*) (*Ordinance No. 9697-154*) (*Ordinance No. 2001-03-018, 03-05-01*)

**Footnote<sup>18</sup>** – In the Multiple-Family Residential, Business or Industrial Districts, a buffer yard and/or landscaping buffer may be required if the property is adjacent to the MOR Zoning District or any residential district, in accordance with Table V-1 Buffer Yards and Table VI-2 Landscaping Buffer.

For more information on zoning in the City of Urbana call or visit:

**City of Urbana**

**Community Development Services Department**

**Planning Division**

400 South Vine Street, Urbana, Illinois 61801

(217) 384-2440 phone | Email: [Planning@urbanail.gov](mailto:Planning@urbanail.gov)

City Website: [www.urbanail.gov](http://www.urbanail.gov)



# R-6 – HIGH DENSITY MULTIPLE-FAMILY RESIDENTIAL ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the R-6 Zoning District is as follows:

"The R-6, High Density Multiple-Family Residential District is intended to provide areas for multiple-family dwellings at densities ranging up to high."

The following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the R-6 District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

## PERMITTED USES:

### Agriculture

Agriculture, Cropping

### Business - Recreation

Country Club or Golf Course  
Lodge or Private Club

### Public and Quasi-Public

Church, Temple or Mosque  
Elementary, Junior High School or Senior High School  
Institution of an Educational or Charitable Nature  
Library, Museum or Gallery  
Methadone Treatment Facility  
Municipal or Government Building  
Park

### Residential

Assisted Living Facility  
Boarding or Rooming House  
Dormitory  
Dwelling, Community Living Facility, Category I, Category II and Category III  
Dwelling, Duplex\*\*\*  
Dwelling, Duplex (*Extended Occupancy*)\*\*\*  
Dwelling, Home for Adjustment  
Dwelling, Multifamily  
Dwelling, Multiple-Unit Common-Lot-Line\*\*\*  
Dwelling, Single Family  
Dwelling, Single Family (*Extended Occupancy*)  
Dwelling, Transitional Home, Category I and II  
Dwelling, Two-Unit Common-Lot-Line\*\*\*  
Nursing Home

## SPECIAL USES:

### Industrial

Solar Farm

### Public and Quasi-Public

Hospital or Clinic  
Police or Fire Station  
Principal Use Parking Garage or Lot

## PLANNED UNIT DEVELOPMENT USES:

### Business – Miscellaneous

Mixed-Use Planned Unit Development (*See Section XIII-3*)

### Residential

Residential Planned Unit Development (*See Section XIII-3*)

**CONDITIONAL USES:**

**Agriculture**

Artificial Lake of One (1) or More Acres

**Business – Miscellaneous**

Day Care Facility (*Non-Home Based*)

**Business – Personal Services**

Mortuary

**Business – Professional and Financial Services**

Professional and Business Office

**Public and Quasi-Public**

Electrical Substation

**Residential**

Bed and Breakfast, Owner Occupied

**Table V-1 Notes:**

\*\*\* See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.

**DEVELOPMENT REGULATIONS IN THE R-6 DISTRICT**

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
R-6	6,000	60	See Note <sup>15</sup>	1.40	0.25	15	5 <sup>18</sup>	10 <sup>18</sup>

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

**Footnote<sup>15</sup>** – In the R-6 and R-6B Districts, the maximum height is twice the distance from the street centerline to the face of the building.

**Footnote<sup>18</sup>** – In the Multiple Family Residential, Business, or Industrial Districts, a buffer yard and/or landscaping buffer may be required if the property is adjacent to the MOR Zoning District or any residential district, in accordance with Table VI-1 Buffer Yards, and Table VI-2 Landscaping Buffer.

For more information on zoning in the City of Urbana call or visit:

**City of Urbana**

**Community Development Services Department**

**Planning Division**

400 South Vine Street, Urbana, Illinois 61801

(217) 384-2440 phone | Email: [Planning@urbanail.gov](mailto:Planning@urbanail.gov)

City Website: [www.urbanail.gov](http://www.urbanail.gov)



## CMU – CAMPUS MIXED-USE DISTRICT ZONING DISTRICT DESCRIPTION SHEET

According to Section IV-2 of the Zoning Ordinance, the purpose and intent of the CMU Zoning District is as follows:

"The *CMU, Campus Mixed-Use District* is intended to provide opportunities to redevelop areas close to the University of Illinois campus at high densities, with a mix of commercial, office, and residential uses. Developments should be designed to be pedestrian-scale, with buildings close to the street, wide sidewalks, landscaped areas, few driveways, on-street parking, and parking behind structures. Large-scale developments containing only single uses are discouraged within this classification.

Following is a list of the Permitted Uses, Special Uses, Planned Unit Development Uses and Conditional Uses in the CMU District. Permitted Uses are allowed by right. Special Uses and Planned Unit Development Uses must be approved by the City Council. Conditional Uses must be approved by the Zoning Board of Appeals.

### PERMITTED USES:

#### **Agriculture**

Garden Shop  
Roadside Produce Sales Stand

#### **Business - Cannabis**

Craft Grower  
Dispensary (*Non-Medical*)  
Infuser\* (*3,500 square feet or less per floor*)

#### **Business - Food Sales and Services**

Bakery (*Less than 2,500 square feet*)  
Banquet Facility  
Café or Deli  
Catering Service  
Confectionery Store  
Convenience Store  
Fast-Food Restaurant  
Liquor Store  
Meat and Fish Market  
Restaurant  
Supermarket or Grocery Store  
Tavern or Night Club

#### **Business - Miscellaneous**

Auction Sales (*Non-Animal*)  
Contractor Shop and Show Room (*Carpentry, Electrical, Exterminating, Upholstery, Sign Painting, and Other Home Improvement Shops*)  
Day Care Facility (*Non-Home Based*)  
Lawn Care and Landscaping Service  
Mail Order Business (*10,000 square feet of gross floor area or less*)  
Radio or TV Studio

#### **Business - Personal Services**

Ambulance Service  
Barber/ Beauty Shop  
Dry Cleaning or Laundry Establishment  
Health Club/ Fitness  
Laundry and/or Dry Cleaning Pickup  
Massage Therapist  
Medical Carrier Service  
Mortuary  
Pet Care/ Grooming  
Self-Service Laundry  
Shoe Repair Shop  
Tailor and Pressing Shop

**PERMITTED USES Continued:****Business - Professional and Financial Services**

Bank/ Savings and Loan Association  
 Check Cashing Service  
 Copy and Printing Service  
 Packaging/Mailing Service  
 Professional and Business Office  
 Vocational, Trade or Business School

**Business – Recreation**

Athletic Training Facility  
 Bowling Alley  
 Dancing School  
 Lodge or Private Club  
 Outdoor Commercial Recreation Enterprise  
*(Except Amusement Park)\*\*\*\**  
 Pool Hall  
 Private Indoor Recreational Development  
 Theater, Indoor

**Business - Retail Trade**

Antique or Used Furniture Sales and Service  
 Appliance Sales and Service  
 Art and Craft Store and/or Studio  
 Bicycle Sales and Service  
 Building Material Sales *(All Indoors Excluding  
 Concrete or Asphalt Mixing)*  
 Clothing Store  
 Department Store  
 Drugstore  
 Electronic Sales and Service  
 Florist  
 Hardware Store  
 Heating, Ventilating, Air Conditioning Sales and  
 Service  
 Jewelry Store  
 Monument Sales *(Excludes Stone Cutting)*  
 Music Store  
 Office Supplies/ Equipment Sales and Service  
 Pet Store  
 Photographic Studio and Equipment Sales and  
 Service  
 Shoe Store  
 Sporting Goods  
 Stationery, Gifts and Art Supplies  
 Tobacconist  
 Variety Store  
 Video Store  
 All Other Retail Stores

**Business - Vehicular Sales and Service**

Automobile Accessories *(New)*

**Industrial**

Electronics and Related Accessories – Applied  
 Research and Limited Manufacturing

**Public and Quasi-Public**

Church, Temple or Mosque  
 Institution of an Educational or Charitable  
 Nature  
 Library, Museum or Gallery  
 Methadone Treatment Facility  
 Municipal or Government Building  
 Park  
 Police Station or Fire Station  
 University/ College  
 Utility Provider

**Residential**

Assisted Living Facility  
 Bed and Breakfast Inn  
 Bed and Breakfast, Owner Occupied  
 Boarding or Rooming House  
 Dormitory  
 Dwelling, Community Living Facility, Category I,  
 Category II, and Category III  
 Dwelling, Duplex\*\*\*  
 Dwelling, Duplex *(Extended Occupancy)*\*\*\*  
 Dwelling, Home for Adjustment  
 Dwelling, Loft  
 Dwelling, Multifamily  
 Dwelling, Multiple-Unit Common-Lot-Line\*\*\*  
 Dwelling, Single Family  
 Dwelling, Single Family *(Extended Occupancy)*  
 Dwelling, Transitional Home, Category I and II  
 Hotel or Motel  
 Nursing Home

**SPECIAL USES:**

**Business – Miscellaneous**

Mail Order Business (*Greater than 10,000 square feet of gross floor area*)

**Public and Quasi-Public**

Hospital or Clinic  
Principal Use Parking Garage or Lot

**PLANNED UNIT DEVELOPMENT USES:**

**Business – Miscellaneous**

Commercial Planned Unit Development (*See Section XIII-3*)  
Mixed-Use Planned Unit Development (*See Section XIII-3*)  
Residential Planned Unit Development (*See Section XIII-3*)

**CONDITIONAL USES:**

**Agriculture**

Plant Nursery or Greenhouse

**Business – Miscellaneous**

Crematorium  
Veterinary Hospital (*Small Animal*)\*\*\*\*

**Business – Transportation**

Taxi Service

**Public and Quasi-Public**

Nonprofit or Governmental, Educational and Research Agencies  
Radio or Television Tower and Station

**Industrial**

Bookbinding  
Confectionery Products Manufacturing and Packaging  
Engineering, Laboratory, Scientific and Research Instruments Manufacturing  
Motion Picture Production Studio  
Printing and Publishing Plants for Newspapers, Periodicals, Books, Stationery and Commercial Printing  
Surgical, Medical, Dental and Mortuary Instruments and Supplies Manufacturing

Table V-1 Notes:

- \* Use permitted by right when the gross square footage of the use is 3,500 square feet or less per floor, and by conditional use when the gross square footage is greater than 3,500 square feet per floor.
- \*\*\* See Section VI-3 for lot area and width regulations for duplex and common-lot line dwelling units.
- \*\*\*\* See Table VII-1 for Standards for Specific Conditional Uses.

## DEVELOPMENT REGULATIONS IN THE B-3U DISTRICT

ZONE	MIN LOT SIZE (square feet)	MIN AVERAGE WIDTH (in feet)	MAX HEIGHT (in feet)	MAX FAR	MIN OSR	MIN FRONT YARD (in feet) <sup>1</sup>	MIN SIDE YARD (in feet) <sup>1</sup>	MIN REAR YARD (in feet) <sup>1</sup>
CMU	6,000	60	120	None	None	10 Min 20 Max	None	None

FAR = Floor Area Ratio

OSR = Open Space Ratio

**Footnote<sup>1</sup>** – See Section VI-5 and Section VIII-4 for further information about required yards.

### Additional Regulatory Information for the CMU District

#### **Section V-7. Additional Regulations in the CMU District**

- A. Buildings must have one main pedestrian entrance facing the street from which the building is addressed.
- B. Building walls that face a street must have at least 20 percent transparent glass.
- C. For buildings with first-floor residential uses, front yards must be landscaped.
- D. Parking is not allowed in front yards, and must be located behind the principal face of a building. Parking shall be screened to minimize visibility from the street.
- E. When parking is provided, access to parking must be off an alley, when available.
- F. Mechanical equipment and trash enclosures must be screened from view at ground level from public rights-of-way, excluding alleys. No mechanical equipment or trash enclosures are allowed in front yards.

#### **Section VIII-5. Amount of Parking Required**

- N. CMU, Campus Mixed-Use District Parking Requirements.
  1. Off-street parking is only required for residential developments containing more than 20 bedrooms.
  2. For every bedroom beyond the first 20, parking shall be provided at a rate of 0.25 spaces per bedroom.

**Table VIII-6. Bicycle Parking Requirements by Use<sup>1</sup>**

Item c.

Use	Number of Spaces Required
Multi-family, Boarding or Rooming House, or Dormitory <sup>2</sup>	1 for every 2 dwelling units; 1 for every dwelling unit in the CMU District
Public and Quasi Public Uses <sup>2,3,5</sup>	
All schools	4 for every classroom
All other uses	10% of required automobile parking up to a maximum of 25 bicycle parking spaces
Commercial Uses <sup>2,3,4,5</sup>	
All uses	10% of required automobile parking up to a maximum of 25 bicycle parking spaces
Industrial, Transportation & Related Uses <sup>2,3,5</sup>	
All uses	4% of required automobile parking up to a maximum of 25 bicycle parking spaces
<p><sup>1</sup> The Zoning Administrator shall determine whether proposed developments are subject to these bicycle parking requirements based upon demand generated by the use, the location of the development, the proximity to other uses with bicycle parking demand, and other relevant factors.</p> <p><sup>2</sup> The Zoning Administrator shall further have the ability to reduce the number of required bicycle parking spaces by up to 50% in response to evidence regarding expected bicycle use submitted by the petitioner.</p> <p><sup>3</sup> For non-residential uses, bicycle parking spaces shall be required only for developments with 10 or more automobile parking spaces required.</p> <p><sup>4</sup> Commercial uses include the following categories from Table VIII-7: Office and Related Uses, Service Business Uses, Retail Business Uses, and Commercial Recreational Uses.</p> <p><sup>5</sup> In the CMU district, see Table VIII-7 to calculate the amount of automobile parking that would normally be required, based on use, and provide bicycle parking at the rate given in this table (Table VIII-6).</p>	

For more information on zoning in the City of Urbana call or visit:

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**Planning Division**  
 400 South Vine Street, Urbana, Illinois 61801  
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 City Website: [www.urbanail.gov](http://www.urbanail.gov)

**MINUTES OF A REGULAR MEETING****URBANA PLAN COMMISSION****DATE:** October 16, 2025**TIME:** 7:00 P.M.**PLACE:** Council Chambers, City Hall, 400 South Vine Street, Urbana, Illinois**MEMBERS ATTENDING:** Dustin Allred, Andrew Fell, Bill Rose, Chenxi Yu**MEMBERS EXCUSED:** Will Andresen, Karen Simms**STAFF PRESENT:** Kevin Garcia, Principal Planner; Olivia Jovine, Director of Community Development Services; Teri Andel, Planning Administrative Assistant II**OTHERS PRESENT:** Matthew Bustiunen, Tom Hagensick, Wes Taylor**A. CALL TO ORDER and ROLL CALL**

Chair Allred called the meeting to order at 7:01 p.m. Roll call was taken, and there was a quorum of the members present.

**B. CHANGES TO THE AGENDA**

Kevin Garcia, Principal Planner, proposed that Plan Case No. 2511-M-25 be heard before Plan Case No. 2510-PUD-25. He felt the rezoning case should be considered after the text amendment regarding the CMU, Campus Mixed Use, Zoning District, which is what the rezoning is also about. Chair Allred agreed.

Mr. Fell moved that the Plan Commission make the change to the agenda as recommended by City staff. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

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

The amended minutes of the December 7, 2023 regular meeting were presented to the Plan Commission. Chair Allred explained that the amended language is meant to remedy a violation of the Open Meetings Act that occurred during that meeting. He read the following amendment into record:

Staff recommend that the minutes be amended by adding the following: “During the recess, the group discussed the nature and efficacy of the proposed motion. No notes were taken by the Commission or staff during the recess, and the recessed gathering was not recorded. At no time during the recess was any vote or final action taken by the Commission on any matter.”

Mr. Rose moved that the Plan Commission adopt the minutes as amended. Mr. Fell seconded the motion. The motion was approved by unanimous voice vote.

The minutes of the March 13, 2025 special meeting were presented to the Plan Commission. Ms. Yu moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

The minutes of the April 17, 2025 regular meeting were presented to the Plan Commission. Mr. Fell moved that the Plan Commission approve the minutes as written. Mr. Rose seconded the motion. The motion was approved by unanimous voice vote.

#### **D. COMMUNICATIONS**

- Email from a concerned citizen regarding the Preservation and Restoration of Woodlawn Cemetery
- Email and attached letter from Laura Mattos, of JSM Living, in support of Plan Case No. 2509-T-25
- Email from Rosalyn LaPier in opposition to Plan Case 2510-PUD-25

#### **E. CONTINUED PUBLIC HEARINGS**

There were none.

#### **F. OLD BUSINESS**

There was none.

#### **G. NEW PUBLIC HEARING**

**Plan Case No. 2509-T-25 – A request by the Zoning Administrator to amend Table VI-3 of the Zoning Ordinance to establish lower maximum building heights in the CMU, Campus Mixed Use, Zoning District when located south of Green Street and west of Lincoln Avenue.**

Chair Allred opened Plan Case No. 2509-T-25. He reviewed the procedure for a public hearing. Kevin Garcia, Principal Planner, presented the case to the Plan Commission. He began by stating that the reason for the amendment is to match the intent of the Imagine Urbana Comprehensive Plan to have two different “University Neighborhoods”. Using a map, he showed where each area was located, one being north of Green Street and west of Lincoln Avenue AND the other area will be south of Green Street and west of Lincoln Avenue. The area north of Green Street would be appropriate for buildings taller than five stories, whereas, the area south of Green Street would be allowed to have buildings up to five stories. He stated that the amendment would also set a lower maximum building height to 40 feet/three stories for the CMU district in any other area of Urbana.

Mr. Garcia reviewed the development regulations for the CMU district and talked about how the proposed text amendment relates to Big Move 2 and Little Move 2.2 in the Imagine Urbana Comprehensive Plan. He presented staff’s recommendation for approval of the proposed text amendment.

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

Mr. Fell said that anecdotally it is hard to project ahead on how tall a building is going to be with how many stories and what is going to go in it. He asked how open City staff might be in the future when someone wants a variance on a height limit for a building that wants to be 68 feet tall. Mr. Garcia replied that a property owner/developer is always welcome to apply for a variance; however,

they will have to have a special circumstance. He added that if Mr. Fell felt there needed to be a little more room for design professionals to exercise their craft, then he suggests the Plan Commission propose a higher height limit now rather than relying on a future variance case.

Chair Allred asked how tall the tallest building to the west is. Mr. Garcia said that he believes the tallest building at Gregory Place is about 70 feet tall.

Chair Allred asked for verification that the intent is to match what already exists. Mr. Garcia said yes.

Mr. Rose asked about the definition of “height”. Is it to the ridge of a gabled building and to the parapet height of a low slope? Mr. Garcia explained that it is to the midpoint on a sloped roof. If it is a flat roof or if there is a parapet, then it measures to the height of the wall.

Chair Allred stated that the University Neighborhood currently crosses University Avenue and goes as far as the railroad line. He expressed concern about these causing problems because it does not make sense to allow 120-foot-tall buildings north of University Avenue. Mr. Garcia said that in practice, it would be limited to the area identified as “University Neighborhood”. He said that he was trying to be as simple as possible with the wording of the text amendment so that it would not open up to things that we do not want to see.

Chair Allred asked what the current height limit is on the north side of University Avenue. Mr. Garcia said that the height limit is theoretically infinite because it is zoned B-3, General Business. However, it is limited by floor area ratio, so we probably would not see any building much taller than four stories.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. There was none. So, Chair Allred closed the public input portion of the hearing. He opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he shares a little of Chair Allred’s concern about the area to the north of University Avenue, but it is not enough to change the language of the proposed amendment. Chair Allred stated that the CMU district does not currently apply to any properties north of University Avenue. So, if there was a future proposal to rezone to CMU, then the Plan Commission could deal with it at that point.

Mr. Rose moved that the Plan Commission forward Plan Case No. 2509-T-25 to the City Council with a recommendation for approval. Mr. Fell seconded the motion. Roll call on the motion was as follows:

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

The motion passed by unanimous vote.

Mr. Garcia noted that Plan Case No. 2509-T-25 would be forwarded to Committee of the Whole on Monday, November 3, 2025.

**Plan Case No. 2511-M-25 – A request by Jon Cairns, on behalf of Fairlawn Capital, to rezone 905 West Oregon Street from R-6, High Density Multiple-Family Residential, and 907 and 909 West Oregon Street from R-5, Medium High Density Multiple-Family Residential, to CMU, Campus Mixed Use, Zoning District.**

Chair Allred opened Plan Case No. 2511-M-25.

Kevin Garcia, Principal Planner, presented this case to the Plan Commission. He began by stating the reason the applicant applied for the proposed map amendment, which is to construct a mixed-use building on three adjacent parcels. Using a map, he showed the location of the three parcels. Exhibit A shows the existing land use designations. He noted the current zoning of the proposed lots and of the surrounding properties. He talked about the development regulations in the CMU, Campus Mixed Use, Zoning District. He stated that staff finds that the proposed rezoning request meets all eight of the LaSalle criteria used for rezoning. He showed photos of the existing parcels and reviewed the options of the Plan Commission. He presented staff's recommendation for approval.

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

Chair Allred suggested that if the Plan Commission recommends approval of the proposed rezoning to City Council, then they should recommend approval pending City Council's approval of Plan Case No. 2509-T-25. Mr. Garcia agreed and added that they should word the language of the motion to resemble the language for the City's staff recommendation in the written staff report.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to speak.

Tom Hagensick, Senior Construction Project Manager for Fairlawn Capital, approached the Plan Commission. He stated the idea of the proposed development is a continuation of the type of mixed-use buildings to the west. Their intention is to have commercial space on the ground floor with parking. The second floor would be dedicated to the University of Illinois for their School of Social Work. The three floors above that would be apartments.

Mr. Rose asked if all parking would be at grade. Mr. Hagensick said that he is not sure. He added that they are challenged with the current below grade parking in the two existing buildings with pipes freezing constantly.

Matthew Bustiunen approached the Plan Commission to speak in favor of the proposed rezoning. He feels that it is unfortunate to have an empty lot in this area, and he agrees with the applicant's representative in that a proposed development could greatly improve the area. He also feels that it would fit the surrounding area much better if the subject parcels are rezoned to CMU.

He asked if the first floor would be guaranteed for University of Illinois use or would it be open to other businesses. Mr. Garcia explained that when a parcel is rezoned, it becomes open to any of the possible uses allowed in that zoning district. So, when we review rezoning cases, we try to think of what types of uses might be allowed in that zone that would potentially be a nuisance to the surrounding area. We do not tie rezonings to specific projects, because there could be a nefarious developer say that they are going to do a certain project and show us some beautiful, fancy drawings, and then as soon as the property gets rezoned, they could build something totally different.

There was no additional public input, so Chair Allred declared the public input portion of the hearing closed and opened the hearing for Plan Commission discussion and/or motion(s).

Mr. Fell stated that he was employed to work on one of the existing buildings about ten years ago, and it was in really bad shape then. He moved that the Plan Commission forward Plan Case No. 2511-M-25 to the City Council with the following recommendations:

- Denial of Plan Case No. 2511-M-25 if the City Council denies Plan Case No. 2509-T-25; and
- Approval of Plan Case No. 2511-M-25 if the City Council approves Plan Case No. 2509-T-25

Mr. Rose seconded the motion. Roll call on the motion was as follows:

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

The motion was passed by unanimous vote.

Mr. Garcia noted that this case would be forwarded to Committee of the Whole on November 3, 2025.

**Plan Case No. 2510-PUD-25 – An application by Wes Taylor, on behalf of PK Elledge, LLC, for preliminary approval of a residential Planned Unit Development at 704 East Windsor Road in the R-3, Single- and Two-Family Residential, Zoning District.**

Chair Allred opened Plan Case No. 2510-PUD-25.

Kevin Garcia, Principal Planner, presented the case to the Plan Commission. He began by noting the location and giving a brief history of the proposed site. He stated the zoning and future place types of the subject property and of the surrounding properties. Using the Site Plan, he reviewed the layout of the proposed development and how the development would compare to the *Imagine Urbana* Comprehensive Plan and to the Planned Unit Development (PUD) goals in Section XIII-3.C of the Urbana Zoning Ordinance. He talked about the requested waivers for a reduction in street width and to allow a reduction in the requirement for lot width. Since 2023, the City requires applicants for PUDS to hold an open house, which was held on October 9, 2025, and three residents from the neighborhood attended. They expressed concern about parking on the streets, ownership of each type of housing, whether existing trees would be retained, and about egress/ingress off Windsor Road. He showed photos of the site from all directions. He presented staff's recommendation for approval with the following conditions:

1. That the final development plans be in general conformance with the Site Plan, except that the Site Plan may be amended to reduce the number of automobile access points from two to one along Windsor Road; and
2. That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into sidewalks within the PUD.

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

Mr. Fell recalled that the Fire Department required a secondary access onto the site when a PUD was requested last time. He asked if the Fire Department was consulted on the proposed PUD. Mr. Garcia replied that they were consulted during a preliminary stage of the application process, but he would reach out to them again.

Mr. Fell stated that each housing unit would need to have a garage or else the parking would not fit. It appears that they can have garages. Townhomes are required to have two parking spaces per unit. The parking spaces on the Site Plan do not look like they are wide enough to put two cars. He would like justification if the Fire Department staff is okay with the amount of parking spaces that would preliminarily be provided for. He also asked if the applicant would be required to put sidewalks in. Mr. Garcia said yes. Mr. Fell stated that a car will not fit between the sidewalk and the building. Residents would have to park their cars in the garage. He stated that he needed more information on the Site Plan regarding parking.

Mr. Fell questioned if the setback requirements for this zoning district would be met for the proposed development. Two duplexes with a five-foot setback and ten feet between the buildings seems pretty close. If this conforms to the Zoning Ordinance, then he is fine with it. However, if it does not, then the applicant would need another waiver. Mr. Garcia said he would look into this further.

Mr. Rose noted that the subject parcel is zoned R-3, Single and Two-Family Residential. Townhomes are not permitted uses in the R-3 Zoning District. He asked if we consider townhomes to conform to the R-3 District. Mr. Garcia said no. Typically, townhomes would not be allowed in the R-3 District because they would be more than two common lot line units. However, when an applicant asks for a planned unit development, they can ask for things that are not typically allowed. Chair Allred asked why this was not mentioned that the applicant would be getting relief from the requirements or the use restrictions. Mr. Garcia replied that waivers are only granted for things required in the Land Development Code. So, with a PUD, if an applicant provides a Site Plan showing setbacks that are less than would be allowed, he was not sure if they would need a waiver for it. Chair Allred stated that it is not so much about whether an applicant would need a waiver but more about the Plan Commission knowing what the relief and trade off would be so they can weigh the benefit to the community versus what they would be giving away in terms of what the rules are calling for. Mr. Garcia referred to Section XIII.3.E of the Zoning Ordinance, which talks about minimum development standards. He pointed out that #1 in this section talks about flexible zoning standards. He read this to the Plan Commission.

Chair Allred asked if the applicant would need to apply for a subdivision as well. Mr. Garcia said yes. Chair Allred stated that the waivers would formally apply in the subdivision approval process as well. Mr. Garcia confirmed this.

Chair Allred asked about the next steps. Mr. Garcia said that if the proposed preliminary PUD is approved by City Council, then the applicant could apply for a final PUD and could also concurrently apply for subdivision approval. Both of these would require the Plan Commission to review and make a recommendation to the City Council. He pointed out that the Final PUD would provide a more detailed site plan, landscaping plans, and elevation plans.

Chair Allred asked if the Plan Commission would need to request a condition asking for more details in the final PUD, because the only thing listed in the purpose statement is that the proposed development would be infill, but any by right development for this site would also be infill. So, this

does not seem particularly unique. It would provide a mix of housing types, but only two are allowed by right and one would be an exception to the rules. So, he is left wondering about what details of the proposed preliminary PUD justify relief from the rules. Mr. Garcia replied that this is not something that the Plan Commission would have to specify in detail. He stated that an applicant can apply for waivers during the preliminary PUD or wait until the final PUD to ask for them. An applicant is not required to submit very detailed plans during the preliminary PUD. It is more of a sketch or concept of what the applicant would like to do.

Chair Allred read the purpose statement for this development. He said that it is not clear what the applicant would be providing in exchange for getting relief from the requirements. The only thing that staff has asked for at this time is the extension or preservation of the trail, which he believes would be a minimum expectation when we are thinking of this as something that should go beyond conventional approaches to development. The application has no description of any kind of intent to do anything with landscape buffering. He said that he is trying to get a sense of how the Plan Commission could proceed if there are these kinds of concerns.

Mr. Rose asked if the applicant was required to provide a retention pond or would it be considered an amenity. Mr. Garcia said yes, and the size of the pond is what they think would be required for this development.

Chair Allred asked if the Land Development Code or Manual of Practice discouraged private streets. Mr. Garcia said that the City discourages them by only allowing private streets in mobile home parks or in planned unit developments. The City does not allow them anywhere else.

Chair Allred asked if there would be turnarounds at the dead ends of the north-south streets. Mr. Garcia said that he was not sure. These may need to be reconfigured.

Ms. Yu said that she was not clear about the initial approval. She asked if the initial approval was for the developer to know if they should invest and put more resources on developing a more detailed plan. Would the final approval come back to the Plan Commission? Mr. Garcia said that the final PUD would come to the Plan Commission, who would make a recommendation to City Council.

Mr. Garcia stated that the preliminary PUD application just has to have the following basic information:

- Owners of the site;
- Developers;
- General location map; and
- Site inventory that shows flood plains, and wetlands

He said that this is all that is required for the preliminary PUD application. The final PUD application requires the following:

- General location map;
- Specific site plan with locations of proposed structures;
- Circulation system for pedestrian, bike and motor vehicles;
- Location of existing and proposed curb cuts;
- Off- street parking and loading spaces;
- Landscape plan;

- Location of any proposed open space;
- Preliminary storm water plan;
- Preliminary utilities plan;
- Location of street and pedestrian lighting;
- Conceptual elevations of all proposed commercial buildings and conceptual typical elevations of residential buildings;
- Design, location, display area, and height of any proposed signage; and
- Development program that provides general information about the development, including desired residential and commercial tenants, housing price targets, estimated construction costs, and any other information that conveys that purpose and intent of the development and a development schedule and any other information deemed necessary by the Secretary of the Plan Commission

He said that the final PUD application has a lot of detail; whereas, the preliminary PUD application does not have much detail required.

Chair Allred said that the Plan Commission should take it as this is our opportunity to provide feedback and recommendations about what we would like to see in the final submission if they are to recommend approval for this. Mr. Garcia said yes.

With there being no further questions for City staff, Chair Allred opened the hearing for public input. He invited the applicant to approach and speak on behalf of his request.

Wes Taylor, applicant, approached the Plan Commission. He mentioned that he worked with his Engineering group to create the proposed concept. He also attended a Development Review Team (DRT) meeting with City staff to get feedback and learn what the best process would be. It was with City staff's recommendation to apply for a planned unit development. He mentioned that this is his first PUD, so he is not sure what is or is not required. One thing about the PUD that attracted him to try it is to keep the homes at a more affordable price point. The main waiver that they are requesting is a reduction in the street width because the more space they have allows them to build more units, which in turn brings the cost per unit down and aids them in being able to provide the price point for the housing that they want to be able to provide.

Mr. Taylor stated that he is open to whatever the City's input is to an extent to make the development work for what works for the City as well as for his company. His understanding was that this is a preliminary phase to get approval for their concept, so they can move to the next step and get a final design that meets all the criteria.

With there being no other public input, Chair Allred closed the public input portion of the hearing and opened it for Plan Commission discussion and/or motion(s).

Mr. Fell stated that the proposed details are appropriate for this level of review. He is not concerned with density or street width. He expressed his concern about how the developer is going to incorporate all the infrastructure of the subdivision that is required. He needs to see how the sidewalks are going to be integrated and how the driveways are going to fit. The proposed Site Plan looks like there will be duplexes with two car garages, which will take up a considerable amount of real estate to do and to get a driveway there. They will not be able to fit a car between the street and the garage. Extra cars will be parking on the street. He does not see a way they will be able to get

cars into the townhouses. He said that he is not saying that they cannot do it. He is only saying that he does not have enough information to know that it is possible. He also wants some kind of confirmation that the Fire Department has been consulted about having one access on/off Windsor Road. He would like to see a more elaborate, detailed site plan when the applicant applies for the final PUD.

Mr. Rose expressed concern about the connection at the northwest corner. He believes that pedestrian access for the whole site needs to be accommodated at the corner. He expressed concern about residents on Scovill because if parking is pinched in the proposed development, then people might want to park on Scovill and walk the rest of the way to their units. He would hate to see this become a sore point for the neighborhood.

He expressed concern about whether the applicant would provide a retention or detention pond. He needs more information for the final PUD application on this.

Chair Allred stated that he agrees with what Mr. Fell and Mr. Rose both said. He reiterated that he needs to see more details about what the applicant proposes to provide in exchange for relief from the required zoning and subdivision regulations. He mentioned different options the applicant could provide. He feels the proposed development is exciting and does not want to discourage development on the site, especially since it has been vacant so long.

Ms. Yu said that it is really good to see someone develop this big piece of land across from one of the City's most beloved parks. She hopes that the developer comes back with a high-quality development and more details.

Mr. Taylor reapproached to confirm what the Plan Commission input is asking for. He asked if the discussion that the Plan Commission just had about what they need to see is input for the final PUD application or is the intention for his company to go back and revise the preliminary PUD application. Chair Allred replied that it is to provide guidance to Mr. Taylor for the final PUD application.

Mr. Rose asked if the Plan Commission should make a list of information that they want to see for the final PUD application. Chair Allred and Mr. Fell listed some of the Plan Commission's concerns:

- General conformance with the purpose of the Planned Unit Development
- Conceptual and subdivision plans preliminarily approved by staff including infrastructure and site design requirements such as parking, sidewalks, and lighting

Mr. Garcia pulled up the staff's recommendation for the Plan Commission members to see. The Plan Commission discussed how to best modify the recommendation. They talked about parking requirements, which is two parking spaces per single family house, two parking spaces for each unit in a duplex, and two parking spaces for each unit in a townhome; however, the applicant can ask for a waiver of the parking requirements.

Mr. Fell moved that the Plan Commission forward Plan Case No. 2510-PUD-25 to the City Council with a recommendation for approval including waivers for street width and for lot width; with an additional recommendation that the petitioner get verification from the Fire Department regarding there only being one access along Windsor Road; a more detailed site plan is presented with the

Final PUD submission including all subdivision requirements and any additional areas intended to be paved on the property; and to include the following condition:

- That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into the PUD sidewalks

Ms. Yu asked if the Plan Commission could require the applicant to incorporate some useful green space in the retention pond design. Mr. Fell said it is possible; however, the drawback is that the infrastructure for this type of basin is very expensive to install. He does not know if they are planning to provide a detention or retention area. Mr. Taylor said that it would be a dry basin. Mr. Fell explained that a dry basin fills up when it rains, but it will not have water in it all of the time or the Plan Commission could ask the petitioner to provide other options. Ms. Yu said that it would be worth asking the petitioner. Chair Allred agreed.

Mr. Fell added a friendly amendment to the motion to recommend that the petitioner investigate alternative options to the dry basin. Mr. Rose stated that he likes the wording. Is it possible for the petitioner to tie into existing sanitary sewers. Mr. Garcia pointed out that the storm sewer is located along Windsor Road.

The motion and friendly amendment now reads as such:

The Plan Commission forward Plan Case No. 2510-PUD-25 to the City Council with a recommendation for approval including waivers for street width and for lot width; with an additional recommendation that the petitioner get verification from the Fire Department regarding there only being one access along Windsor Road; a more detailed site plan is presented with the Final PUD submission including all subdivision requirements and any additional areas intended to be paved on the property; and to include the following condition:

- That the final development plans include a pedestrian connection to the existing sidewalk in the northwest corner of the site, and that the connection ties into the PUD sidewalks; and
- Request that the petitioner consider alternative options to the dry-basin storm water retention pond.

Mr. Rose seconded the motion. Roll call on the motion with amendments was as follows:

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

The motion passed by unanimous vote.

Mr. Garcia noted that this case would be forwarded to Committee of the Whole on November 3, 2025.

**H. NEW BUSINESS**

There was none.

**I. AUDIENCE PARTICIPATION**

There was none.

**J. STAFF REPORT**

Mr. Garcia reported on the following:

- Staffing – There are two candidates that the City is considering hiring to fill open Planner positions.
- Resignation from the City – He stated that this is his last Plan Commission meeting as he is resigning after 11 years of service with the City of Urbana. His last day will be Wednesday, October 22, 2025. The Plan Commission members thanked him for his service and said that they have enjoyed working with him.

**K. STUDY SESSION**

There was none.

**L. ADJOURNMENT**

The meeting was adjourned at 9:04 pm.

Respectfully submitted,



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Olivia Jovine, Interim Secretary  
Urbana Plan Commission



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
[www.urbanainillinois.us](http://www.urbanainillinois.us)

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## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** November 10, 2025, City Council Regular Meeting  
**Subject:** A Resolution Approving an Intergovernmental Agreement for a Housing Needs Study by the Champaign County Regional Plan Commission

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### Summary

#### *Action Requested*

The proposed Agreement between the City of Urbana and the Champaign County Regional Planning Commission (RPC) will provide professional services for the development of the Urbana Housing Needs Study.

#### *Brief Background*

The study will provide essential data, analysis, and input from residents, developers, and businesses in the community related to housing needs, development, and affordability that will support future planning and policy discussions. Our current understandings of the housing stock are often anecdotal or partial, meaning City staff lack actionable insights from which to make data-driven decisions. The Urbana Housing Needs Study will include data on the existing housing stock and resident demographics, quantifying the number and type of housing units needed.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

A budget of \$50,000 was secured in the FY26 Budget for the delivery of this study. Due to limited staffing capacity within the Community Development Services Department, conducting the Urbana Housing Needs Study internally would significantly impact the delivery of essential services. To ensure the study is completed effectively and without disruption to ongoing operations, the City is engaging the professional services and expertise of the RPC.

### *Strategic Goals & Plans*

This item is related to Mayor/Council Strategic Goals, and the Imagine Urbana Comprehensive Plan.

- Mayor/City Council Strategic Area #2: Housing ([link](#))
  - 1. Support Housing security and equity
  - 2. Improve housing quality
- Imagine Urbana Comprehensive Plan ([link](#))
  - Big Move 1: Address Urbana’s Diverse Housing Needs—Throughout the Imagine Urbana process, residents said that Urbana needs more housing for people of all ages and income levels. They also identified housing security and equity as concerns. There’s data to back this up: Department of Housing and Urbana Development (HUD) data shows that between 2015 and 2019, four out of every ten housing units in Urbana were not affordable, with the household paying more than 30 percent of their monthly income on housing. Renters make up 83 percent of the households that are paying too much. To meet the housing needs of the community, the City must first understand the housing market and then develop strategies to address housing needs. A variety of housing types will be allowed in every neighborhood at scales appropriate to each neighborhood.
  - Little Move 1.1: Conduct a comprehensive study of the housing market, including an affordable housing assessment, analyzing the existing housing supply, workforce trends, future demand, affordability levels, and land use.

### *Previous Council Actions*

On July 28, 2025 the City Council unanimously approved the Imagine Urbana Comprehensive Plan. This milestone marks the beginning of an exciting new chapter for the city—one guided by a shared community vision and a clear roadmap for future development, sustainability, and inclusive growth.

## **Discussion**

### *Additional Background Information*

The Urbana Housing Needs Study will include data on the existing housing stock and resident demographics, quantifying the number and type of housing units needed by income level and assessing gaps in housing stock by housing type, income, tenure, and student status. This will allow housing programs and policies to be developed with a data-driven approach, informed by a thorough understanding of the current housing stock and resident demographics.

### *Operations Impact*

Although RPC will be retained, conducting the Urbana Housing Needs Study will still require staff time, primarily from the Planning Division within the Community Development Services Department. This is for consultant management and direction, collecting local data and assisting with community engagement.

### *Fiscal and Budget Impact*

There is no budget impact, currently \$50,000 is available in the Community Development Services Department budget for this study.

*Community Impact*

RPC staff will develop a public outreach plan that identified stakeholders, types of forums and other outreach events, scheduling, advertising, and outreach materials. Over a 4 to 6-week period RPC and City staff will engage with City of Urbana stakeholders according to the outreach plan. The data and comments received from the outreach period will be provided in a summary findings report.

**Recommendation**

It is recommended that the City Council approve the attached Resolution, which will authorize the City of Urbana to hire Champaign County Regional Planning Commission (RPC) to conduct the Urbana Housing Needs Study. The study will generate critical insights—including data, analysis, and stakeholder input—on housing inventory and supply within the City of Urbana. These findings will inform future planning efforts and guide policy decisions within the community.

If the Agreement is not approved, Urbana does not have adequate staff to conduct a study without sacrificing basic services. If we are not able to contract with another unit of government through an IGA, then we must conduct a competitive process to identify a private contractor to provide the services outline in the Scope of Services. With a private contractor, the cost is likely to be higher.

**Next Steps**

If approved, the Agreement and Resolution will be executed.

**Attachments**

1. Housing Study Resolution
2. Housing Study IGA – FY26 Agreement
3. Urbana Housing Needs Study Scope

Originated by: Olivia Jovine, Director of Community Development Services

Reviewed: Darius L. White, City Administrator

Approved: Darius L. White, City Administrator

**RESOLUTION NO. 2025-XX-0XX**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR A HOUSING NEEDS STUDY BY THE CHAMPAIGN COUNTY REGIONAL PLAN COMMISSION**

**WHEREAS**, the City of Urbana (hereinafter, the “City”) is an Illinois home rule unit of local government pursuant to Section 6 of Article VII of the Illinois Constitution of 1970 and the Statutes of the State of Illinois; and

**WHEREAS**, the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enable the units of government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

**WHEREAS**, the City of Urbana to enter into an agreement with the Champaign County Regional Planning Commission (RPC) to provide professional services for the development of the Urbana Housing Needs Study; and

**WHEREAS**, the Champaign County Regional Planning Commission (RPC) has staff available with the necessary expertise for the Urbana Housing Needs Study; and

**WHEREAS**, the City Council, after due consideration, finds that the agreement is consistent with the Imagine Urbana Comprehensive Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

**Section 1.**

The City of Urbana, Illinois, hereby authorizes the Mayor to enter into an intergovernmental agreement with the Champaign County Regional Planning Commission (RPC) for professional services for the development of the Urbana Housing Needs Study.

**Section 2.**

The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Intergovernmental Agreement as so authorized and approved for on and behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
DeShawn Williams, Mayor

## Intergovernmental Agreement Between the City of Urbana and the Regional Planning Commission for the Development of a Housing Needs Study

This **AGREEMENT** is entered into by and between the **City of Urbana**, (hereinafter called the **City**), and the **Champaign County Regional Planning Commission** (hereinafter “**Commission**”), as of the latest date of execution by either of the parties.

### WITNESSETH

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the City desires to engage the Commission to support in the development of the Urbana Housing Needs Study. The study will provide essential data, analysis, and input from residents, developers, and businesses in the community related to housing needs, development, and affordability that will support future planning and policy discussions. Current understanding of the housing stock is often anecdotal or partial, meaning City staff lack actionable insights from which to make data-driven decisions. The Urbana Housing Needs Study will include data on the existing housing stock and resident demographics, quantifying the number and type of housing units needed by income level and assessing gaps in housing stock by housing type, income, tenure, and student status.

**NOW THEREFORE**, pursuant to the Intergovernmental Cooperation Act 5 ILCS 22/1 et. seq. and in consideration of the terms, conditions and covenants contained herein, or attached hereto and incorporated by reference, the Parties agree as follows:

1. **Employment of the Commission:** The City agrees to engage the Commission, and the Commission agrees to perform the services set forth in this Agreement.
2. **Scope of Services:** The Scope of Services to be performed by the Commission is set forth in ATTACHMENT A, which is, hereby, made a part of this Agreement.
3. **Cooperation of the City of Urbana:**
  - a. The City will make available to the Commission any information and data in the possession of the City related to and necessary for the Commission to perform the work specified herein and will cooperate with the Commission in the course of the work specified.
  - b. The City agrees to provide documents, data, and other information in a timely manner as necessary and required for the Commission to perform the agreed upon services within the time period specified in Attachment A.
  - c. The City is responsible for ensuring compliance with the Open Meetings Act, Illinois Freedom of Information Act, and other applicable laws. The Commission will act in a timely fashion to provide documents or information to the City that may be required for these purposes.

4. **Cooperation of the Champaign County Regional Planning Commission:**
  - a. The Commission agrees to cooperate fully with the City of Urbana in the execution of the services outlined in this Agreement. The Commission shall maintain open and timely communication with designated City staff, coordinate effectively to align planning efforts with municipal goals, and respond promptly to requests for information or clarification. The Commission will ensure that all work is conducted collaboratively, transparently, and in accordance with applicable laws and professional standards.
5. **Personnel:** The Commission represents that it has, or will secure at its own expense, all personnel required to perform the services set forth in this contract. Any personnel utilized by the Commission in its performance of the work specified in this Agreement shall be at all times personnel/employees of the Commission and shall retain all of the rights, privileges, and benefits pursuant to such employment. The Commission shall be responsible for the control of the personnel/employees, which includes standards of performance, discipline, training, benefits, and all other aspects of employment and performance.
6. **Compensation:**
  - a. The City agrees to pay the Commission for its services as set forth in Attachment A.
  - b. The city will pay the Commission upon requisition for payment. The requisition will specify the work performed and represent that it conforms to the covenants, agreements, or stipulations of the contract and, that under this Agreement, the Commission is entitled to receive the amount requisitioned. Requisitions for partial payment may be submitted and paid as the work progresses. Payments are due and payable within forty-five (45) days of the requisition date.
7. **Period Covered:** This Agreement commences on the latest date of execution of either party and ends upon completion of those tasks set forth in Attachment A, but in no case later than August 1, 2026, unless extended by mutual agreement of the parties. The Commission will preserve any and all records pertaining to its work pursuant to this Agreement for a period of no less than four (4) years or such other period to provide compliance with any reporting or auditing requirements.
8. **Termination of Agreement for Cause:**
  - a. If the Commission fails to fulfill its obligations as set forth in the Scope of Services or otherwise violates any of the terms of this Agreement, the City may terminate the Agreement by giving a written notice of the cause for termination to the Commission at least five (5) business days prior to the effective date of termination.
  - b. Upon termination, all finished or unfinished materials, including computer files, documents, data, studies, surveys, drawings, models, photographs, and reports prepared by the Commission pursuant to this Agreement will become the sole and exclusive property of the City. The City will be responsible for paying the Commission for any costs, including personnel costs, incurred by the Commission in completing the Agreement up to the date of termination.

9. **Termination of Agreement for Convenience:**

- a. This Agreement may be terminated by either party at any time during the period of this Agreement by written notice at least ninety (90) days prior to termination.
- b. Upon termination pursuant to this Section, the Commission will notify the City in writing of the proportion of Agreement services that have been completed prior to termination, and the City will pay that said proportion to the Commission within fifteen (15) days of notification, deducting any prior payments made by the City to the Commission.
- c. In no event will the total amount due exceed the amount specified in Paragraph 6A.

10. **Changes:** Either party may, from time to time, request changes in the terms of this Agreement including the Scope of Services included in Attachment A. Any changes to the Agreement or the Scope of Services including any increases or decreases in the amount of the compensation to the Commission must be made by mutual agreement of the parties and must be incorporated in this agreement by written amendment.

11. **Notice:** For purposes of notice under this Agreement, including Paragraph 8 and 9 herein, notice to each party shall be sent as follows:

To CCRPC via US Mail to: Rita Morocoima-Black, 1776 East Washington Street, Urbana, Illinois 61802; and via email to: Planning and Community Development Director of CCRPC, [RMorocoima-Black@ccrpc.org](mailto:RMorocoima-Black@ccrpc.org)

To Urbana via US Mail to: Olivia Jovine, 400 S. Vine Street, Urbana, Illinois 61801; and via email to: Community Development Director, [olivia.jovine@urbanail.gov](mailto:olivia.jovine@urbanail.gov)

12. **Findings Confidential:** The Commission may not make available to any individual or organization any reports, information, data, etc., produced under this contract without prior approval of the City.

**In witness whereof,** the parties have caused this Agreement to be executed by its officers as the date indicated by the signatures of the respective parties.

By: \_\_\_\_\_

Mayor, City of Urbana

By: \_\_\_\_\_

Chief Executive Officer, Champaign County  
Regional Planning Commission

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Proposal for the Urbana Housing Needs Study

To: Olivia Jovine, Community Development Director  
City of Urbana

From: Rita Morocoima-Black, Planning and Community Development Director  
Champaign County Regional Planning Commission (CCRPC)

Date: October 21, 2025

Re: Urbana Housing Needs Study

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### Project Understanding

The City of Urbana is interested in hiring the Champaign County Regional Planning Commission (RPC) staff to conduct the Urbana Housing Needs Study. The study will provide essential data, analysis, and input from residents, developers, and businesses in the community related to housing needs, development, and affordability that will support future planning and policy decisions. This scope will encompass tasks needed for conducting the Urbana Housing Needs Study.

### Proposed Scope of Services

#### Task 1: Data Collection and Analysis

##### 1.1 Compile existing public datasets on housing, employment, and demographics

This task will consist of compiling existing public datasets on housing, employment, and demographics to gain a clear initial picture of existing conditions.

#### Analysis

- Compiling existing datasets, including -
  - Census 5-year ACS data
  - Champaign County Assessor's Office and County Clerk's Office
  - Urbana HOME Consortium
  - Champaign County Housing Authority
  - HUD and IHDA data as available
  - RPC's datasets from their Housing and Transportation Index project
  - City of Urbana available data
  - Any other relevant data RPC staff finds

#### Deliverables

- Compiled dataset from existing sources

1776 E. Washington St, Urbana, IL 61802

P 217.328.3313 F 217.328.2426 TTY 217.384.3862

CCRPC.ORG

PEOPLE. POSSIBILITIES.

### 1.2 Determine gaps in data, prepare for meeting with City staff

After accumulating existing public data, staff will assess the gaps in the currently available data and prepare a list of these gaps and research ways to fill the gaps to discuss with City staff.

#### Analysis

- Determine gaps in existing housing datasets

#### Deliverables

- List of data gaps
- Strategy document for addressing data gaps

### 1.3 Meet with City staff to prioritize and strategize filling data gaps

RPC staff will meet with City staff to discuss gaps in data and finalize strategies to acquire data if possible.

#### Analysis

- Discussion of data gaps and strategies for addressing them

#### Deliverables

- Meeting notes
- Strategy document of agreed-upon next steps

### 1.4 Analyze local data to develop a snapshot of current conditions

RPC staff will analyze and synthesize available data.

#### Analysis

- Inventory existing housing stock – types of units, age, condition, subsidies, etc.
- Analyze gaps in housing stock by all housing types (i.e., single-family, multi-family, etc.)
- Analyze gaps in owner and rental housing, and demand for different housing by income and student or non-student status.
- Analyze affordability, quality of housing, geographic trends, and how all these variables interact with each other and differ across demographic groups
- Analyze housing burden – use RPC’s Housing and Transportation Affordability and Accessibility Index to enhance data analysis with specific information about housing costs, transportation costs, and access to various activity centers in Urbana.

### Interim Deliverables

- Identify barriers to affordable housing, including a discussion of market rate housing impacts and affordable housing
- Impact of student population on housing data
- Create demographic profiles for owners, renters, and other population cohorts such as seniors, students, and others identified by the City
- Create a workforce profile to better understand current conditions, projected employment growth, income levels, and geographic areas
- Develop comparables to other communities, Champaign County, Illinois, and national data
- Develop basic sub-area analysis to preview and inform later neighborhood plans
- Tables, charts, and maps will be provided to elevate data understanding

### Deliverables

- Inventory of Housing Market

### 1.5 Meet with City staff to review the report and finalize what will be presented

RPC staff will meet with City staff to discuss the existing conditions report and determine what will be presented at upcoming meetings.

### Analysis

- Discussion of existing conditions report

### Deliverables

- Meeting notes
- List of agreed-upon presentation contents.

### 1.6 Prepare for presentations

Based on input from City staff at the previous meeting, RPC staff will prepare a presentation highlighting data points and findings from the existing conditions report.

### Analysis

- Summarizing the existing conditions report into a concise presentation of agreed-upon content

### Deliverables

- Presentation slides and talking points

## 1.7 Present at one study session or city commission meeting

### Analysis

- Summary of existing data into presentation format

### Deliverables

- In-person presentation to the city council or individual commission
- Responses to any follow-up questions

## 1.8 Present at one City Council meeting

### Analysis

- Summary of existing data into presentation format

### Deliverables

- In-person presentation to the city council
- Responses to any follow-up questions

## Task 2: Public Outreach

### 2.1 Develop an outreach plan, including stakeholders, types of forums, etc.

RPC staff will develop a public outreach plan. The purpose of the outreach plan is to supplement the ACS 5-year Census data with additional insights that more accurately reflect post-COVID demographic conditions within our local jurisdiction, as well as provide qualitative insights into the housing experiences of local residents that are not addressed through Census data.

### Analysis

- Identify local housing stakeholders
- Identify outreach forums and possible events
- Develop a schedule for events and the outreach process
- Develop an advertising and media plan for outreach materials.

### Deliverables

- Compile the above information into a single outreach plan document
- At the meeting with City staff in Task 1.6, RPC staff will present and finalize the outreach plan.

## 2.2 Develop survey, flyers, social media posts, news release, outreach emails, etc.

RPC staff will develop outreach materials.

### Analysis

- Staff will create physical and digital materials in line with the outreach plan

### Deliverables

- Single folder containing all outreach materials to be used, submitted to City staff

## 2.3 Meet with City staff to finalize the outreach plan and survey

RPC staff will present and finalize the outreach materials and discuss RPC and City staff availability for upcoming outreach events.

### Analysis

- Summary of 2.2 products into a single presentation
- Developing a schedule for determining outreach event logistics

### Deliverables

- Presentation slides
- Meeting notes
- Revisions to materials after meeting
- Finalized event logistics document

## 2.4 Public outreach

Over a 4–6-week period, RPC and Urbana staff will engage with City of Urbana stakeholders according to the outreach plan.

### Analysis

- Conduct the outreach described in the outreach plan

### Deliverables

- Event attendance
- Promotional materials distributed
- Survey feedback received

## 2.5 Process outreach data and comments, create a report of outreach findings

RPC staff will process and analyze the data and comments received from the outreach period and create a summary findings report.

### Analysis

- Summarize quantitative response data
- Code, summarize, and provide representative examples of qualitative response data
- Summarize demographics data
- Compare survey data to existing conditions data, including similarities, differences, and areas where the survey covers subjects not addressed in existing conditions

### Deliverables

- A public outreach report presenting the above analysis

### 2.6 Meet with City staff to review findings

RPC staff will meet with City staff to discuss the outreach report and the existing conditions report.

### Analysis

- Discussion of cumulative data from the outreach report and existing conditions report

### Deliverables

- Meeting notes

### Deliverables Summary:

- A combined existing conditions and public outreach report, as well as a copy of the presentation given to the City Council and Plan Commission.

### Cost Summary and Timeline:

- The total projected cost of this project scope of services is \$50,000.00, which covers 803 hours of staff time.
- Costs outlined in this proposal are valid through December 31, 2025.
- RPC staff estimate the work can be done in seven months, contingent upon discussion and coordination with Urbana staff.
- Additional analysis, scenarios, printing of final products, or public meetings as approved by the City will incur additional cost. Additional hours during the same timeframe will cost \$80.00 each.

Thank you for your consideration.

For more information or to revise the proposed scope, please contact Rita Morocoima-Black at rmorocoi@ccrpc.org. We look forward to working with you!

## Proposed Timeline

Urbana Housing Needs Study		Month						
Task	Task Description	1	2	3	4	5	6	7
<b>Task 1 Data Collection and Analysis</b>								
1.1	Compile existing public datasets on housing, employment, and demographics	█						
1.2	Determine gaps in data, prepare for meeting with city staff	█	█					
1.3	Meet with City staff to prioritize and strategize filling data gaps	█	█					
1.4	Analyze local data to develop a snapshot of current conditions	█	█	█	█			
1.5	Meet with City staff to review report and finalize what will be presented					█		
1.6	Prepare for presentations					█		
1.7	Present at one study session or city commission meeting						█	
1.8	Present at one City Council meeting							█
<b>Task 2 Public Outreach</b>								
2.1	Develop outreach plan, including stakeholders, types of forums, etc.			█				
2.2	Develop survey, flyers, social media posts, news release, outreach emails, etc.				█	█		
2.3	Meet with City staff to finalize the outreach plan and survey					█		
2.4	Public outreach					█	█	
2.5	Process outreach data and comments, create report of outreach findings					█	█	█
2.6	Meet with City staff to review findings							█



**MEMORANDUM FROM THE OFFICE OF THE MAYOR  
TO THE URBANA CITY COUNCIL**

**Meeting:** November 3, 2025, Committee of the Whole Meeting  
**Subject:** Increasing the Number of Class A Liquor Licenses for 25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101

**Summary**

*Action Requested*

City Council is asked to approve the attached resolution that would increase the number of Class A liquor licenses in the City of Urbana.

*Brief Background*

25 O’Clock Brewing Company, LLC has applied for a Class A (Retailer’s On-Premises) liquor license for their establishment located at 208 West Griggs Street, Suite 101.

**Relationship to City Services and Priorities**

*Impact on Core Services* N/A

*Strategic Goals & Plans* N/A

*Previous Council Actions*

In all instances, City staff first reviews the liquor license application. If it receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

**Discussion**

*Additional Background Information*

A Class A license permits the sale and service of all alcoholic liquor for on-premises consumption only, either by the drink or in original package form, on the licensee's premises unless otherwise specified. Additionally, the licensee may choose to allow individuals aged 18, 19, and/or 20 in the public areas of the premises with prior written notice to the local commissioner.

It is prohibited to sell, serve, or allow others to sell or serve alcoholic beverages in Urbana without the appropriate license or if the sale or service does not adhere to the requirements of the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding

areas, and nearby spaces clean and free of litter. The Local Liquor Commissioner can issue a notice to address litter, and if it is not fixed within 24 hours, the license could be revoked, or other legal action may be taken.

*Recommendation*

City Council is asked to approve the Class A liquor license for 25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101.

*Next Steps*

If the attached resolution is approved, the Deputy Local Liquor Commissioner will prepare and issue a Class A liquor license for 25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101, with an expiration date of June 30, 2026.

**Attachments**

A Resolution Approving an Increase in the Number of Liquor License in the Class A Designation for Se25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101, Urbana, Ill.

Originated by: Kathryn B. Levy, Executive Coordinator/Deputy Local Liquor Commissioner

Reviewed: Darius L. White, City Administrator

Approved: DeShawn B. Williams, Mayor/Local Liquor Commissioner

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR LICENSES IN THE CLASS A DESIGNATION FOR 25 O’CLOCK BREWING COMPANY, LLC, 208 WEST GRIGGS STREET, SUITE 101, URBANA, ILL.**

**WHEREAS**, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

**WHEREAS**, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new license; and

**WHEREAS**, an application for a liquor license in the Class A designation has been submitted to the Local Liquor Commissioner; and

**WHEREAS**, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class A designation by one for 25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101, Urbana, Ill.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

The maximum number of liquor licenses in the Class A designation is hereby increased by one for 25 O’Clock Brewing Company, LLC, 208 West Griggs Street, Suite 101, Urbana, Ill. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

**PASSED BY THE CITY COUNCIL** this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

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Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

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DeShawn B. Williams, Mayor



City of Urbana  
400 S. Vine Street, Urbana, IL 61801  
www.UrbanaIL.gov

## MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

**Meeting:** November 10, 2025, Council Meeting  
**Subject:** Board and Commission Appointments

### Summary

#### *Action Requested*

City Council is asked to approve the following appointments:

- Annie Adams as Chair of the Bicycle and Pedestrian Advisory Commission for a term ending June 30, 2026,
- Melissa Baber to the Civilian Police Review Board for a term ending June 30, 2028.

#### *Brief Background*

Annie Adams has been a member of the Bicycle and Pedestrian Advisory Commission since 2016. Assistant City Engineer Carmen Franks provides the following.

***“Annie Adams has been on BPAC for early 10 years, most recently serving as Acting Vice Chair on the Commission. Prior to moving to Urbana, she was a bicycle and pedestrian advocate in Minneapolis and Chicago. To her, biking is about freedom, being free and able to move how we like. She is proud of Urbana and the strong interest the City has in mobility for everyone.”***

Melissa Baber has been a resident of Urbana for 10 years and is self-employed, making and selling items at Urbana’s Market at the Square and other locations.

***“...I think it is important that the community have the ability to oversee the people in power within our communities. The police force is obviously a group that holds a lot of power over the individual. As someone with family members who are minorities, this oversight feels particularly important to me.”***

### Relationship to City Services and Priorities

#### *Impact on Core Services*

City of Urbana Board and Commission members play a crucial role in helping City leaders address specific issues, offering professional expertise, involving the community in decision-making, and

connecting residents, City staff, and Council.

The Bicycle and Pedestrian Advisory Commission advises the Mayor and City Council on issues related to bicyclists and pedestrians in Urbana. The commission analyzes bicycle routing, operations, and safety; reviews the City's Capital Improvement Plan and Bicycle Master Plan; and makes recommendations for improving biking and walking facilities, such as paths, lanes, racks, signage, and signalization. BPAC also coordinates with external agencies on regional connections, develops public education and outreach programs, and assists in the continued development of the City's bicycle and pedestrian systems.

The Civilian Police Review Board provides an independent process for reviewing citizen complaints against sworn police officers. Operating separately from the Police Department, the Board offers a citizen perspective, promotes accountability, and helps foster positive police-community relationships. The Board conducts fair and thorough reviews of complaints and reports its findings to the Mayor and Chief of Police, supporting transparency and trust in local law enforcement.

*Strategic Goals & Plans* N/A

*Previous Council Actions* N/A

## **Discussion**

### *Recommendation*

City Council is asked to approve the appointment of Annie Adams as Chair of the Bicycle and Pedestrian Advisory Commission for a term ending June 30, 2026, and Melissa Baber to the Civilian Police Review Board for a term ending June 30, 2028.

### *Next Steps*

If approved, the Office of the Mayor will notify Annie Adams and Melissa Baber of their appointments as Board and Commission members and of Open Meetings Act requirements.

Originated by: Kate Levy, Executive Coordinator

Reviewed: Darius L. White, City Administrator

Approved: DeShawn B. Williams, Mayor