CITY OF URBANA

ZONING BOARD OF APPEALS
REGULAR MEETING

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

AGENDA

A. Roll Call and Declaration of Quorum

B. Changes to the Agenda

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

Minutes of October 21, 2026 Regular Meeting

D. Written Communications

E. Continued Public Hearings

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

F. New Public Hearings

G. Old Business

H. New Business

I. Audience Participation

J. Staff Report

K. Study Session

L. Adjournment

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner.

Public Input will be taken in the following ways:

Email Input

In order to be incorporated into the record, emailed public comments must be received prior to 5:00 pm on the day preceding the meeting and sent to the following email address: **Planning@urbanail.gov**. The subject line of the email must include the words **"ZONING BOARD OF APPEALS - PUBLIC INPUT"** and the meeting date. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should state so. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Public Hearing

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

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than one (1) hour, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person or split their time if Public Input is held at two (2) or more different times during a meeting.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time

for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If any accommodation is needed to participate in a City meeting, please contact the City at least 48 hours in advance using one of the following methods:

Phone: 217.384.2440

Email: Planning@urbanail.gov

Watching the Meeting via Streaming Services

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at **https://www.urbanail.gov/executive-department/page/urbana-public-television**.

CITY OF URBANA

MINUTES OF REGULAR MEETING **DRAFT**

URBANA ZONING BOARD OF APPEALS

DATE: **October 21, 2026**

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

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

MEMBERS ATTENDING:	Zainab Calcuttawala, Joanne Chester, Ashlee McLaughlin, Adam Rusch, Mark Wenneborg
MEMBERS EXCUSED:	Nancy Uchtmann, Harvey Welch
STAFF PRESENT:	Evan Alvarez, Principal Planner; Aimirou Sy, Planner II; Teri Andel, Administrative Assistant II
OTHERS PRESENT:	Christopher Hansen

A. CALL TO ORDER and ROLL CALL

Aimirou Sy, Planner II, called the meeting to order at 7:03 p.m. Roll call was taken, and a quorum was declared present with all members present.

Mr. Rusch moved that Joanne Chester serve as Acting Chair in the absence of Harvey Welsh. Ms. Calcuttawala seconded the motion. Ms. Chester served as Acting Chair for the remainder of the meeting.

NOTE: Acting Chair Chester swore in a member of the audience who wished to speak during the meeting.

B. CHANGES TO THE AGENDA

There were none.

C. APPROVAL OF PREVIOUS MINUTES

Minutes of September 16, 2026 Regular Meeting

Mr. Rusch moved that the Zoning Board of Appeals approve the minutes of the September 16, 2026 regular meeting as written. Ms. McLaughlin seconded the motion. The motion to approve the minutes as written was passed by unanimous voice vote.

D. WRITTEN COMMUNICATIONS

- Email from Rachael Menke dated October 10, 2026

E. CONTINUED PUBLIC HEARINGS

There were none.

F. NEW PUBLIC HEARINGS

ZBA-2026-MAJ-02 - A request by Anne Lukeman, on behalf of CU Adventures, for a Major Variance to reduce the minimum required setback for a freestanding sign from eight feet to one foot from the right-of-way, a reduction of seven feet, to allow the installation of a freestanding sign at 302 North Broadway Avenue in the B-4 (Central Business) Zoning District. *{Continued to November 18, 2026 Regular Meeting of the Zoning Board of Appeals}*

Acting Chair Chester opened this item on the agenda. Aimirou Sy, Planner II, stated that this case is continued to the November 18, 2026 regular meeting of the Zoning Board of Appeals.

G. OLD BUSINESS

Revisions to the Rules of Procedure for the Zoning Board of Appeals

Acting Chair Chester reopened this item on the agenda. Aimirou Sy, Planner II, presented an update to the proposed amendment of the Rules of Procedure for the Zoning Board of Appeals. He began with an overview of the process since the Zoning Board of Appeals requested a revision to the bylaws at the July 15, 2026 regular meeting. He reviewed the proposed changes to the Rules of Procedure. He presented staff's recommendation and suggested motion, which the Board can modify as needed.

Acting Chair Chester asked if any of the members of the Zoning Board of Appeals had questions for City staff.

Mr. Rusch stated that the Rules of Procedure require two meetings before the Zoning Board of Appeals can adopt the revised Rules of Procedure and asked if this meeting counted as the second. Mr. Sy said yes. He explained that the Board members may vote on the revised Rules of Procedure at this meeting.

Ms. McLaughlin moved that the Zoning Board of Appeals adopt the proposed amendments to Article III of the Zoning Board of Appeals' Rules of Procedure, as presented in the October 21, 2026 meeting packet. Mr. Wenneborg seconded the motion.

Acting Chair Chester opened the meeting for public input.

Christopher Hansen approached the Zoning Board of Appeals to speak. When Acting Chair Chester went to swear him in, he declined to speak at this point in the meeting.

With there being no discussion by the Zoning Board of Appeals on the revisions or the motion, roll call on the motion was taken and was as follows:

Ms. Chester	-	Yes	Ms. McLaughlin	-	Yes
Mr. Rusch	-	Yes	Mr. Wenneborg	-	Yes
Ms. Calcuttawala	-	Yes			

The motion passed by unanimous vote. The Rules of Procedure for the Zoning Board of Appeals were officially adopted.

H. NEW BUSINESS

There was none.

I. AUDIENCE PARTICIPATION

Christopher Hansen approached the Zoning Board of Appeals. He addressed the rules for verbal input. He said that he usually does not use obscene or profane language. However, he says it is illegal for the City to preemptively stop people from saying the words they want to say. He said that the rules say nothing about the type of language that anyone is allowed to use, whether they are testifying for a quasi-judicial hearing or speaking during public input. So, the Zoning Board of Appeals should remove the language limitation from the instructions for verbal input attached to the meeting agenda. He said that if the Zoning Board of Appeals does not remove this from the instructions, then he will come to every meeting and continue to ask them to do so.

He talked about his experience with the Historic Preservation Commission. He said that the Commission needs to go away entirely.

He talked about Abraham Lincoln being a murderer. He wondered where the picture of Trump was to put up on the wall.

He mentioned that at quasi-judicial meetings, interested parties are allowed to cross-examine other parties, including City staff. This is due process and should be made clear to people who speak. He said that he would come to the meetings and remind people.

J. STAFF REPORT

There was none.

K. STUDY SESSION

There was none.

L. ADJOURNMENT

Mr. Rusch moved to adjourn the meeting. Ms. McLaughlin seconded the motion. It was unanimously consented. The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Aimirou Sy

Aimirou Sy, Secretary
Zoning Board of Appeals

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: Urbana Zoning Board of Appeals

FROM: Aimirou Sy, Planner II

DATE: November 12, 2026

SUBJECT: **ZBA-2026-MAJ-02:** A request by Anne Lukeman, on behalf of CU Adventures for a Major Variance to reduce the minimum required setback for a freestanding sign from eight feet to one foot from the public right-of-way, a reduction of 7 feet, to allow the installation of a freestanding sign at 400 North Broadway Avenue in the B-4 (Central Business) Zoning District.

Introduction

Anne Lukeman, on behalf of CU Adventures requests a Major Variance to reduce the minimum required setback for a freestanding sign at 400 North Broadway Avenue in the B-4 Central Business Zoning District. The sign would identify CU Adventures and Parcadia, businesses operating at 302 North Broadway Avenue.

Under Article IX, Table IX-1 of the Urbana Zoning Ordinance requires a minimum setback of eight feet from the public right-of-way for freestanding signs in the B-4 Zoning District. The applicant proposes a setback of one foot, representing a reduction of seven feet (87.5 percent). According to the applicant, the proposed location would improve visibility of business for motorists and visitors traveling

Background

An existing freestanding sign at 400 North Broadway Avenue currently identifies CU Adventures, which operates alongside Parcadia at the adjacent property at 302 North roadway Avenue. The property owner of 400 North Broadway Avenue has provided written authorization for the proposed sign. According to the applicant, the sign was installed in late 2018 and was originally intended to be temporary. The applicant believes the property owner may have obtained a temporary sign permit. Staff reviewed available City records but was not able to locate documentation confirming permit or approval of the existing sign.

The applicant proposed to replace the existing sign with a new, internally illuminated freestanding sign identifying both CU Adventures and Parcadia. The proposed sign would be approximately eight feet tall and six feet wide, with a proposed setback of one foot from the North Broadway Avenue public right-of-way.

Description of Site and Area

The subject property is located on the east side of North Broadway Avenue, north of East Water Street, and south of University Avenue. The property and surrounding properties are zoned B-4 Zoning District and are designated as the Downtown place type in the City's Comprehensive Plan. [1] The chart on this page identifies the current zoning, existing land use, and place types of the site and surrounding properties (see Exhibits A, B, C, and D).

Table 1. Zoning and Land Use

Direction	Zoning	Existing Land Use	Place Types
Site	B-4 (Central Business) Zoning District	Employment Agency	Downtown
North	B-4 (Central Business) Zoning District	Laundromat	Downtown
South	B-4 (Central Business) Zoning District	Grocery Store	Downtown
East	B-4 (Central Business) Zoning District	Escape Room Center; Miniature Golf Course	Downtown
West	B-4 (Central Business) Zoning District	Restaurant	Downtown

The subject property fronts North Broadway Avenue and contains an existing freestanding sign near the street frontage. The area surrounding the sign includes existing site improvements and landscaping. The proposed sign would replace the existing sign near the North Broadway Avenue frontage, with a proposed setback of one foot from the public right-of-way.

Discussion

Article IX, Table IX-1 of the Urbana Zoning Ordinance requires freestanding sign in B-4 Zoning District to be set back at least eight feet from the public right-of-way. The applicant requests a Major Variance to reduce the minimum required setback to one foot, a reduction of seven feet, to allow the installation of the new freestanding sign identifying CU Adventures and Parcadia.

According to the applicant, the businesses have been historically difficult for visitors to locate because their building is set back from North Broadway Avenue. The applicant states that buildings in the surrounding area may be located at the property line, while freestanding signs are subject to an eight-foot setback. The applicant contends that a building on the adjacent property to the north limits sign visibility for northbound motorists. The applicant believes that the proposed one-foot setback is necessary to maintain visibility for motorists traveling in both directions along North Broadway Avenue.

The applicant also states that the proposed sign would be consistent with other business signs in the surrounding area and would not obstruct sight lines or negatively affect adjacent properties. These statements are considered in staff's evaluation of the applicable major variance criteria in Article XI of the Zoning Ordinance.

Variance Criteria

Section XI-3 of the Urbana Zoning Ordinance requires the Zoning Board of Appeals to make findings based on variance criteria. The Zoning Board of Appeals must first determine, based on the evidence presented, whether there are special circumstances or special practical difficulties with reference to the parcel concerned, in carrying out the strict application of the ordinance. This criterion is intended to serve as a minimum threshold that must be met before a variance request may be evaluated.

The following is a review of the criteria outlined in the ordinance, followed by staff analysis:

1. *The proposed variance will not serve as a special privilege because the variance requested is necessary due to special conditions and circumstances relating to the land or structure involved or to be used for occupancy thereof which are not generally applicable to other lands or structures in the same district.*

   The subject property has an irregular configuration, with a relatively short frontage along North Broadway Avenue that limits potential location of a freestanding sign. The proposed sign would be located near the access driveway serving the businesses at 302 North Broadway Avenue. The applicant also identifies nearby buildings, railroad crossing signals, and billboard poles as conditions limiting sign visibility along North Broadway Avenue.

   Staff's site review confirmed the presence of these surrounding structures. The property's configuration, existing development, and location of the access driveway create site-specific constraints on sign placement and visibility. Together, these conditions make it difficult to locate a visible freestanding sign at the required eight-foot setback.

   Finding: Staff finds that these site-specific circumstances justify setback relief without conferring a special privilege. This criterion is met.

2. *The variance requested was not the result of a situation or condition having been knowingly or deliberately created by the petitioner*

   The applicant states that the adjacent building to the north and the billboard to the south were not constructed or installed by the applicant and are outside their control. Staff's site review confirmed the presence of these structures. Based on the submitted information and staff's review, there is no indication that the applicant knowingly or deliberately created the physical conditions identified as limiting sign placement and visibility.

   Finding: Staff finds that the circumstances giving rise to the variance request do not appear to have been knowingly or deliberately created by the applicant. This criterion is met.

3. *The variance will not alter the essential character of the neighborhood*

   The applicant states that other businesses in the surrounding area have signs located close to the sidewalk. The surrounding area has an established commercial character, with existing businesses and signage along North Broadway Avenue. Given the commercial setting, the proposed sign's size and purpose, and the presence of existing signage, reducing the required setback from eight feet to one foot is not expected to substantially change the character of the surrounding area.

   Finding: Staff finds that the proposed setback reduction would be compatible with the established commercial character of the area. This criterion is met.

4. *The variance will not cause a nuisance to adjacent property.*

The applicant states that the proposed sign would not obstruct sight lines or negatively affect adjacent properties. Based on staff's review of the proposed sign location and surrounding commercial development, the reduced setback is not expected to interfere with the use of adjacent properties. The proposed sign would also remain subject to all other applicable sign regulations during the subsequent sign permit review.

Finding: Staff finds that the proposed setback reduction is not expected to cause a nuisance to adjacent properties. This criterion is met.

5. *The variance represents generally the minimum deviation from requirements of the Zoning Ordinance necessary to accommodate the request.*

The applicant requests a seven-foot reduction from the required eight-foot setback to improve sign visibility along North Broadway Avenue. Staff reviewed the submitted site plans and identified constraints associated with the property's irregular configuration, existing development, and access driveway. Based on these conditions, staff finds that locating the sign farther from the right-of-way would not reasonably accommodate the request without affecting existing site improvements or limiting sign visibility.

Finding: Staff finds that the requested seven-foot reduction represents generally the minimum deviation necessary to accommodate the proposed sign. This criterion is met.

6. *The variance requested is the result of practical difficulties or particular hardship in the way of carrying out the strict letter of the Zoning Ordinance relating to the use, construction, or alteration of buildings or structures or the use of land.*

The applicant states that nearby buildings, railroad crossing signals, and billboard poles limit sign visibility along North Broadway Avenue. The applicant also indicates that visitors have historically had difficulty locating the businesses because their building is set back from the street. Staff's site review identified an irregularly shaped property with existing buildings, parking areas, and circulation space that constrain potential sign locations. Together, these conditions create practical difficulties in locating a visible freestanding sign while maintaining the required eight-foot setback.

Finding: Staff finds that the property's configuration, existing development, and surrounding structures create practical difficulties in complying with the required setback. This criterion is met.

Public Notice and Input

Staff published a legal advertisement in The News-Gazette to notify the public of the request and public hearing 15 days prior to the Zoning Board of Appeals meeting. Staff also mailed notification letters to 16 neighboring property owners (within 250 feet of the subject property) notifying them of the request and posted three public hearing signs on the property.

As of the date of this report, staff have not received any public comment regarding this request.

Summary of Findings

Staff finds that the property's irregular configuration, existing development, and surrounding structures create site-specific constraints and practical difficulties in complying with the required eight-foot sign setback. Based on the submitted site plans and staff's site review, staff also finds that the proposed one-foot setback represents generally the minimum deviation necessary to accommodate the sign.

The conditions giving rise to the variance request do not appear to have been knowingly or deliberately created by the applicant. Additionally, the proposed setback reduction is not expected to alter the essential character of the neighborhood or cause a nuisance to adjacent properties.

Based on these findings, staff concludes that all six variance criteria are met.

Options

The Zoning Board of Appeals may:

1. Forward the case to City Council with a recommendation to **approve** the variance as requested based on the findings outlined in this memo; or

2. Forward the case to City Council with a recommendation to **approve the variance with certain terms and conditions**; or

3. **Deny** the variance request.

If the Urbana Zoning Board of Appeals elects to recommend conditions or recommend approval of the variances on findings other than those articulated herein, they should articulate findings accordingly.

Recommendation

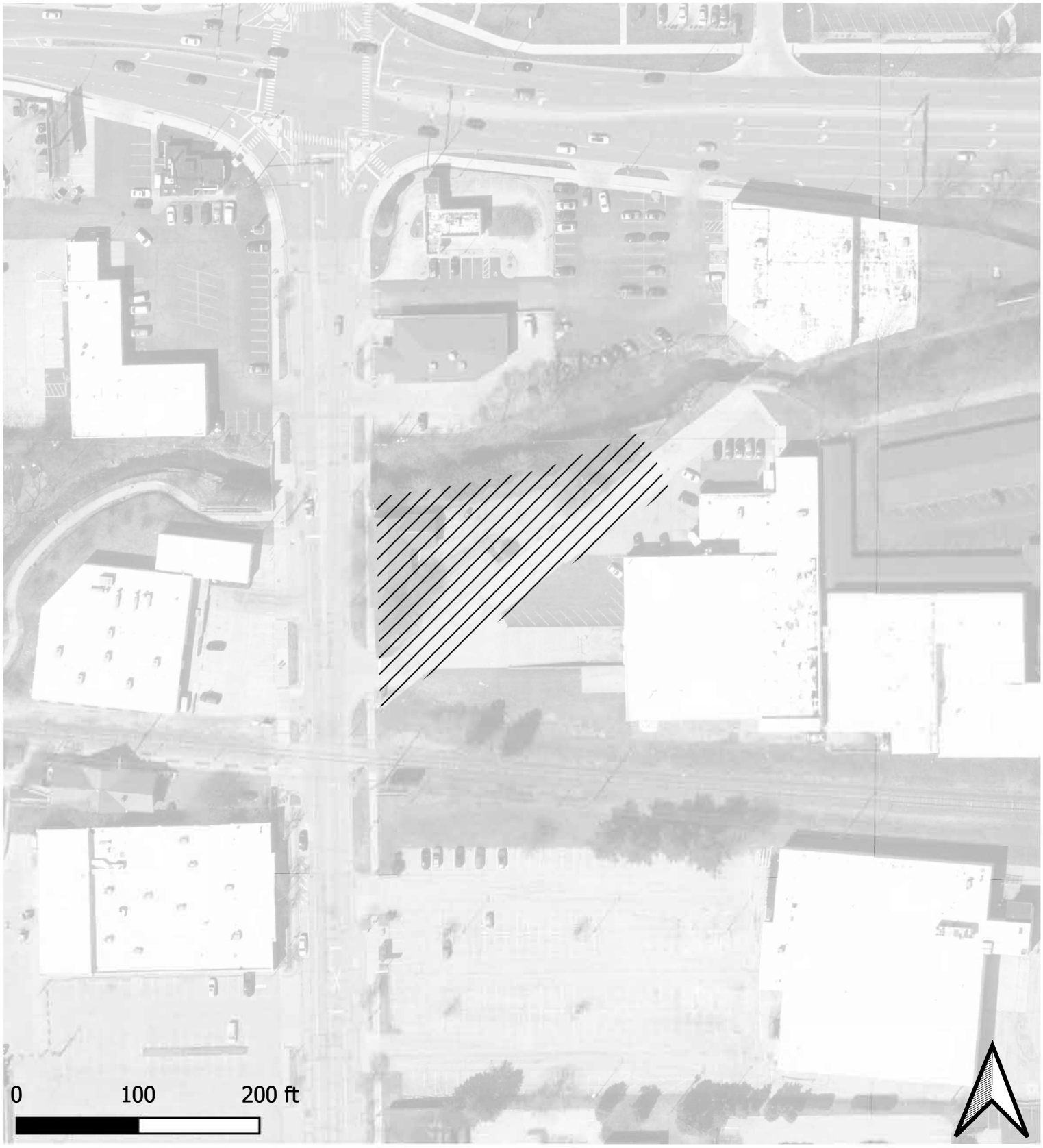
Based on the findings outlined above, staff recommends that the Zoning Board of Appeals forward Case No. ZBA-2026-MAJ-02 to City Council with a recommendation for **APPROVAL** of the requested major variance to reduce the minimum required setback for a freestanding sign from eight feet to one foot at 400 North Broadway Avenue, subject to the following condition:

1. The freestanding sign installation must be in general conformance with the site plan approved as part of the variance, with a minimum setback of one foot from the right-of-way.

Attachments: Exhibit A: Location Map
Exhibit B: Land Use Map
Exhibit C: Zoning Map
Exhibit D: Place Types Map
Exhibit E: Variance Application with Site Plan

cc: Anne Lukeman, CU Adventures, Applicant

Exhibit A: Location Map

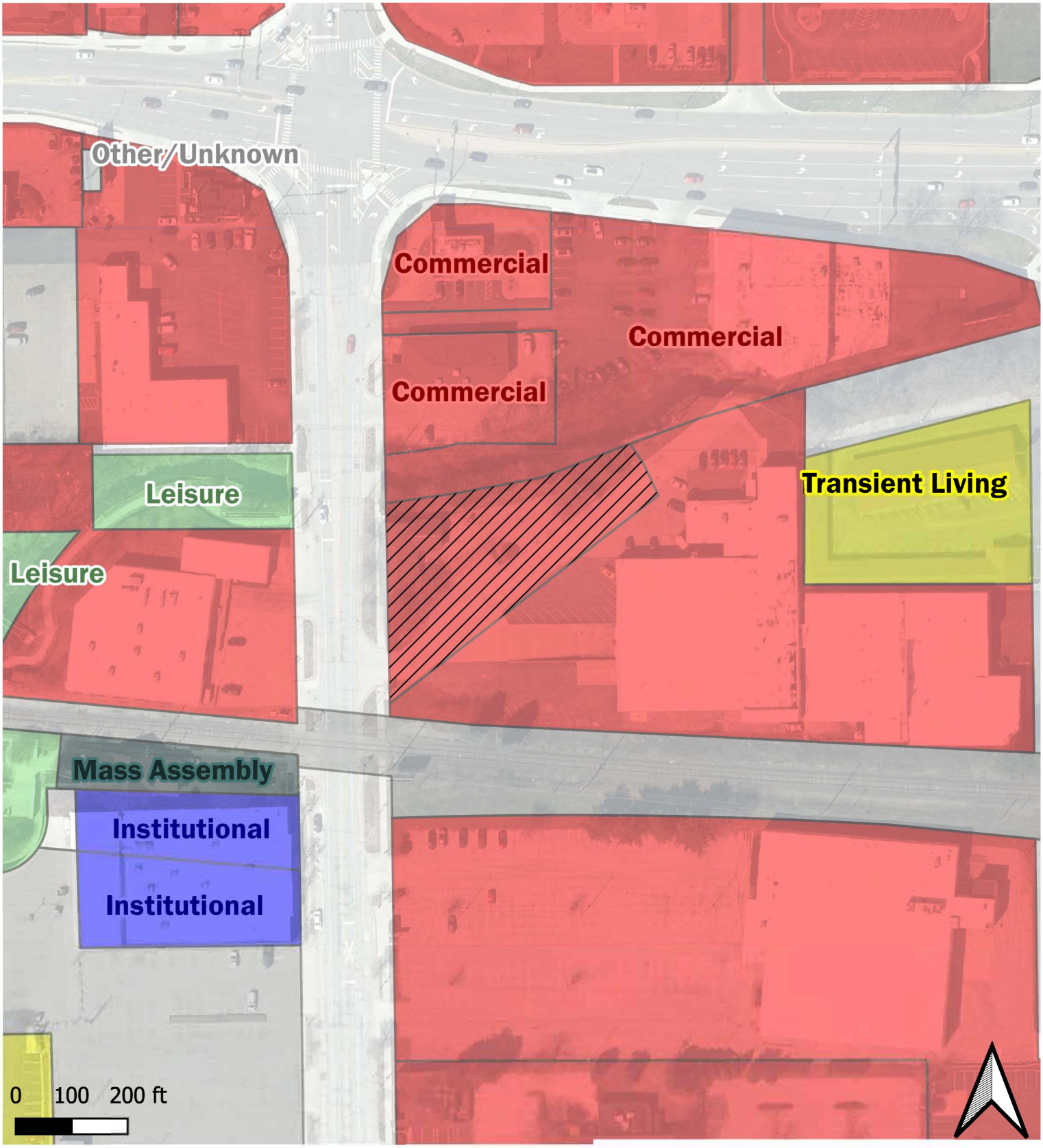


CITY OF URBANA

Case: ZBA-2026-MAJ-02
Subject: Freestanding Sign - Major Variance
Location: 400 North Broadway Avenue
Applicant: Anne Lukeman on behal of CU Adventures

Subject Property

Exhibit B: Land Use Map

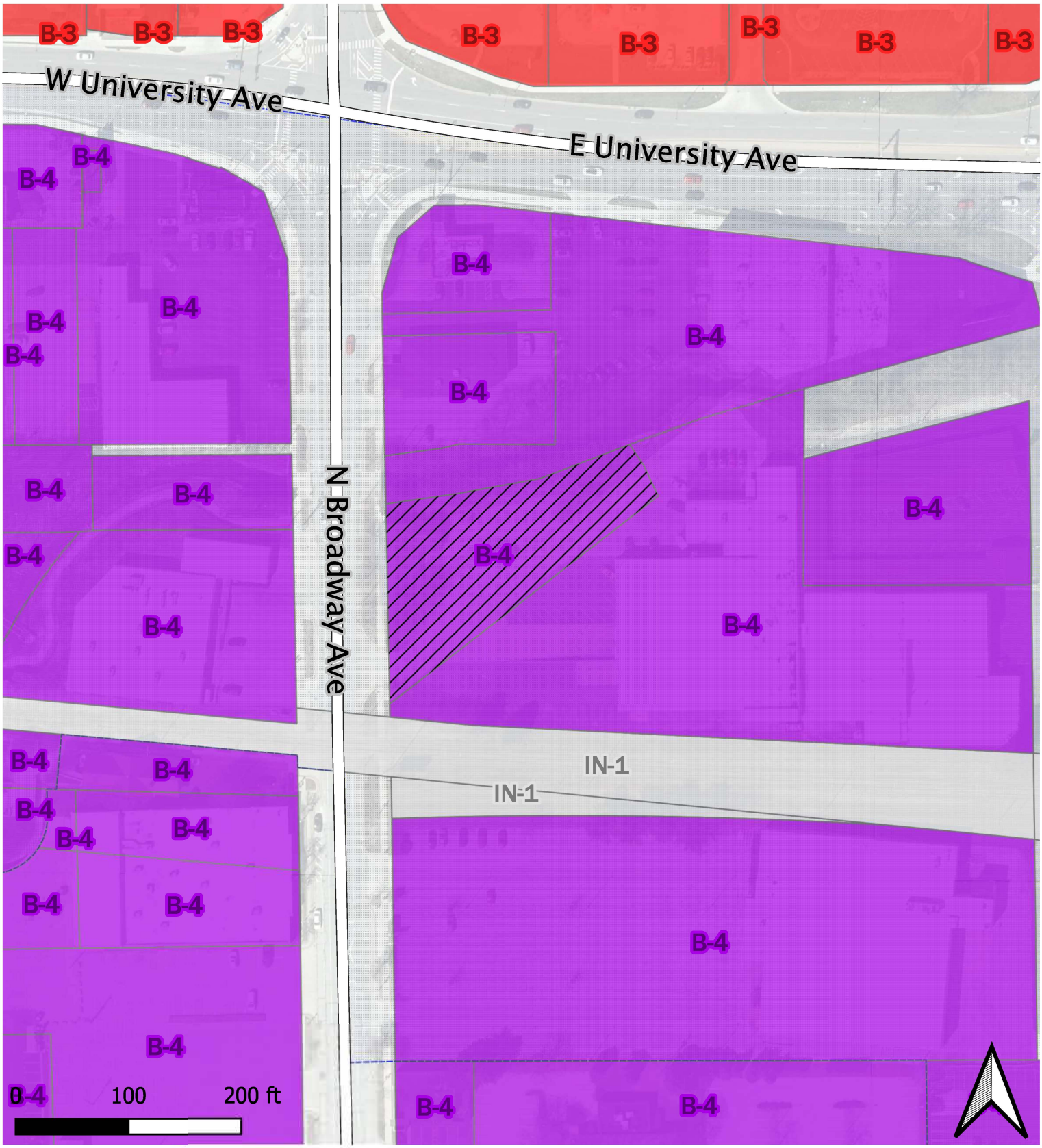


CITY OF URBANA

Case: ZBA-2026-MAJ-02
Subject: Freestanding Sign - Major Variance
Location: 400 North Broadway Avenue
Applicant: Anne Lukeman on behal of CU Adventures

Subject Property
Land use
Residential
Commercial
Institutional
Parking
Mass assembly
Leisure

Exhibit C: Zoning Map

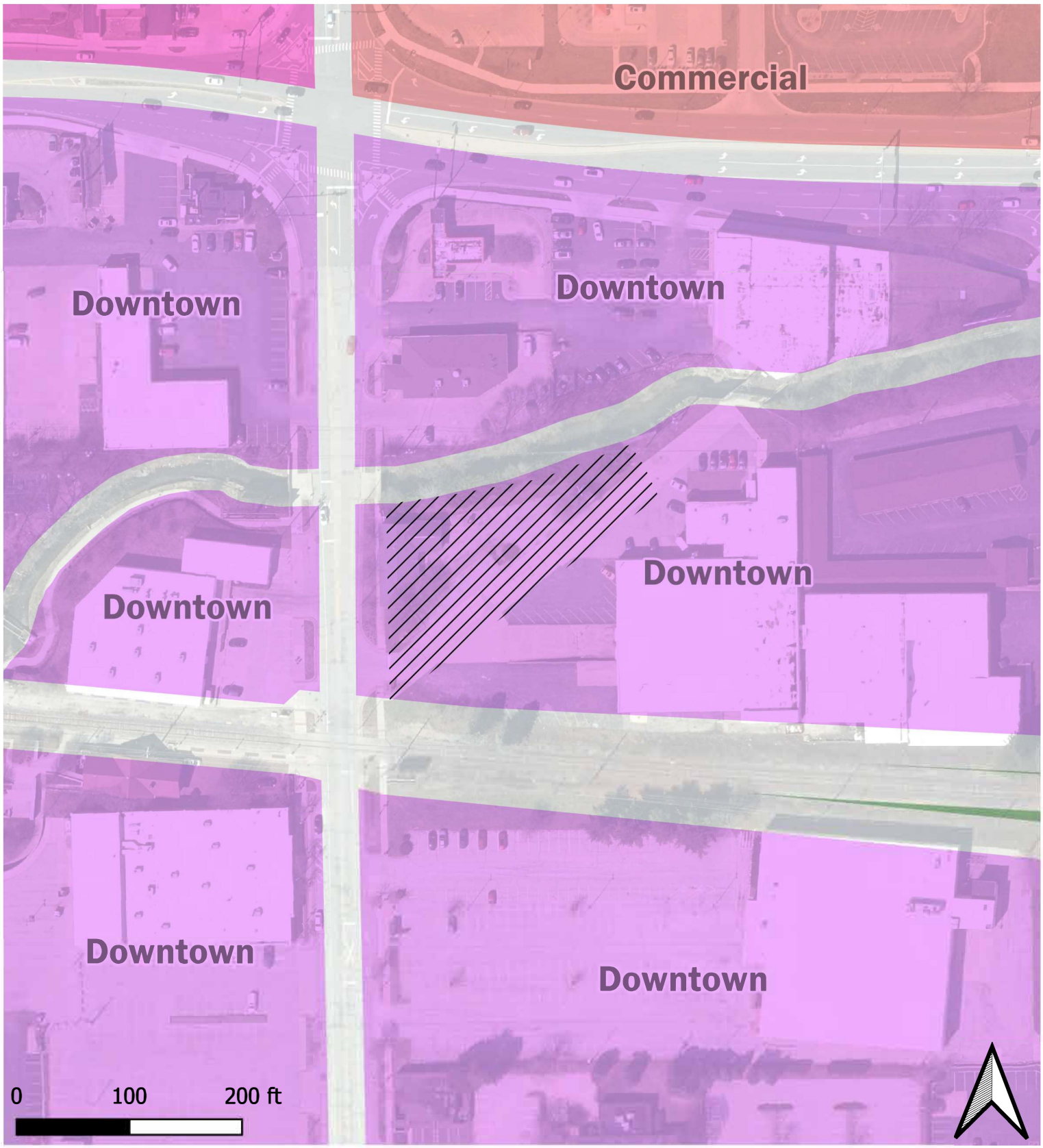


CITY OF URBANA

Case: ZBA-2026-MAJ-02
Subject: Freestanding Sign - Major Variance
Location: 400 North Broadway Avenue
Applicant: Anne Lukeman on behal of CU Adventures

Subject Property
Zoning_View
B-1
B-2
B-3
B-4
CRE
MOR
R-2
R-3
R-4
R-5

Exhibit D: Place Types Map



CITY OF URBANA

Case: ZBA-2026-MAJ-02
Subject: Freestanding Sign - Major Variance
Location: 400 North Broadway Avenue
Applicant: Anne Lukeman on behal of CU Adventures

Place Types
Neighborhood I (N1)
Neighborhood II (N2)
Downtown (D)
Commercial (C)

ATTACHMENT E: Application

CITY OF URBANA

LOGOUT

Home Services Search My Account Contact

VIEW PERMIT

Home / Services / Development Permits / View Permit

Make a payment

Request an inspection

Upload documents

Leave message

Permit #: VAR26-000003
Project #: 26-003131
Status: Online Application Received
Balance Due: $0.00
Address: 302 North Broadway Avenue
Description: Roadside sign for Parcadia/CU Adventures



Permit | Reviews | Documents | Inspections

Permit #:
VAR26-000003
Permit Type:
Variance
Sub Type:
Major Variance
Issue Date:
Expiration Date:
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.urbanaillinois.us/fees (https://www.urbanaillinois.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@urbanaillinois.us (mailto:planning@urbanaillinois.us) or (217) 384-2440.

Click Here (https://www.urbanaillinois.us/businesses/planning-zoning-forms/variances)
to see the difference between major and minor variances.

PROPOSED USE

Describe the proposed use and its activities. In other words, what do you plan to do? Are there existing buildings you will use, change, or demolish? Will you build new buildings? What activities will take place on site, and where? If you are planning a business, what will your hours of operation be?

Current Zoning District:
B-4 - Central Business

Current Land Use:
escape room and minigolf tavern

Proposed Use:
Current home of CU Adventures and Parcadia. We intend to put a sign for both Parcadia and CU Adventures by the road to help visitors find us.

PROPERTY LEGAL DESCRIPTION

A legal description is the geographical description of a real estate property for the purpose of identifying the property for legal transactions such as deeds, mortgages and other legal documents. A legal description will refer to the name of the subdivision and the lot number.

If your legal description is long, please type "See Attached Legal

Description," in the Legal Description Provided by Applicant field and upload a separate document with legal description.
Legal Description Provided by Applicant:
Lots pt 1, pt 2 Assessor's Sub of Pt SW 1/4 SE 1/4 Sec. 8-19-9 and other land
Legal Description attachment:

PERMIT INFORMATION
Purpose for Request:
We are seeking a major variance to put a sign for both Parcadia and CU Adventures by the road to help visitors find us. The code specifies the sign must be a minimum 8 feet away from the property line, and we need to place the sign 1 foot away from the property line.
Number of Applicants:
3
Applicant Name:
Anne Lukeman
Applicant Name 2:
Chris Lukeman
Applicant Name 3:
Mike Hosier

OWNER INFORMATION
If the applicant is not the sole owner, please attach documentation for contact information including **name**, **email** and **phone numbers** of every owner.:

CONSULTANT INFORMATION

If you are working with an architect, engineer, surveyor, site planner, or attorney, please fill in their information below.

Architect Name, Email and Phone:

Engineer Name, Email and Phone:

Surveyor Name, Email and Phone:

Site Planner Name, Email and Phone:

Attorney Name, Email and Phone:

REASONS FOR VARIANCE

Below are the criteria that the Zoning Board of Appeals will base their decision on. Your answers should be as detailed as possible.

Identify and explain any special circumstances or practical difficulties in carrying out the strict application of the Zoning Ordinance with respect to the subject parcel:

In this area, buildings are allowed to be right on the edge of the property line. Because of this, the adjacent property has a building blocking visibility from southbound traffic. There's also reduced visibility for northbound traffic from the railroad track signals and the billboard poles. If the sign had to be placed at least 8 feet away from the property line, it would be very difficult for passers-by to actually see the sign.

Explain how the variance is necessary due to special conditions relating to the land or structure involved which are not generally applicable to other property in the same district:

Our building is set back from the road quite a bit, which has historically made it difficult for visitors to find us. A roadside sign will help our visitors

know they're in the right place.
Explain how the variance is not the result of a situation or condition that was knowingly or deliberately created by you (the Petitioner):
We did not build the building on the adjacent property to the north, nor can we control the billboard to the south.
Explain why the variance will not alter the essential character of the neighborhood:
Most of the business signs in the neighborhood are much closer than 8ft from the sidewalk. For example: H-Mart, Silvercreek Cafe, Chase Bank.
Explain why the variance will not cause a nuisance to adjacent property:
The sign will not block sightlines or cause other issues for any adjacent properties.
Does the variance represent the minimum deviation necessary from the requirements of the Zoning Ordinance? Explain:
Yes. Though having a taller sign like H-Mart would be more ideal for our situation, we are keeping to the ordinance of a maximum of 8ft tall. The sign cannot be any farther than 1 foot from the sidewalk and maintain visibility to both sides of traffic.

ATTACHMENTS
Please include any attachments relevant to your variance permit request: supporting documents, site plans, photos, etc.:
Parcadia-CUA-Sign-Map.jpg
Parcadia-signmockup.pdf

CERTIFICATION
I am:
2. Authorized to make this application on behalf of the owner.
Please attach letter of authorization from owner.:
302 variance request 9-9-2026-mh.pdf

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.

Agree:

Yes

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

Agree:

Yes

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:

Yes

Applicant Signature Upload:

signature.png

Signer Name:

Anne Lukeman

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citizenserve

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Privacy Policy (https://www4.citizenserve.com/Portal/PrivacyPolicy.pdf)

N Broadway Ave
400 N Broadway
302 N Broadway
Sign Location
459-005
Pt. 500-004
369.6
24





SCALE: N/A

Date:7-20-26

Client:
Parcadia / CU Adventures
302 N. Broadway
Urbana, IL 61801

Project:
Freestanding Sign

Notes:
-6'x6' double sided internal LED illuminated custom fabricated aluminum freestanding sign.

Drawing Location:
teastin26\Drawings\
Parcadia

Approval Signature:

Sales & Design:

AMERICAN DOWELL
SIGN COMPANY, INC.
PROUDLY SERVING EAST CENTRAL ILLINOIS OVER 70 YEARS
Travis Eastin
t.eastin@americandowell.com
217-359-6696
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DAY VIEW

SCALE: 3/8"=1'

Date:7-20-26

Client:
Parcadia / CU Adventures
302 N. Broadway
Urbana, IL 61801

Project:
Freestanding Sign

Notes:
-6'x6' double sided internal LED illuminated custom fabricated aluminum freestanding sign.

Illustrated approx. 1' from property line

Drawing Location:
teastin26\Drawings\Parcadia

Approval Signature:

Sales & Design:

AMERICAN DOWELL SIGN COMPANY, INC.
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NIGHT VIEW

SCALE: 3/8"=1'

Date:7-20-26

Client:
Parcadia / CU Adventures
302 N. Broadway
Urbana, IL 61801

Project:
Freestanding Sign

Notes:
-6'x6' double sided internal LED illuminated custom fabricated aluminum freestanding sign.

Illustrated approx. 1' from property line

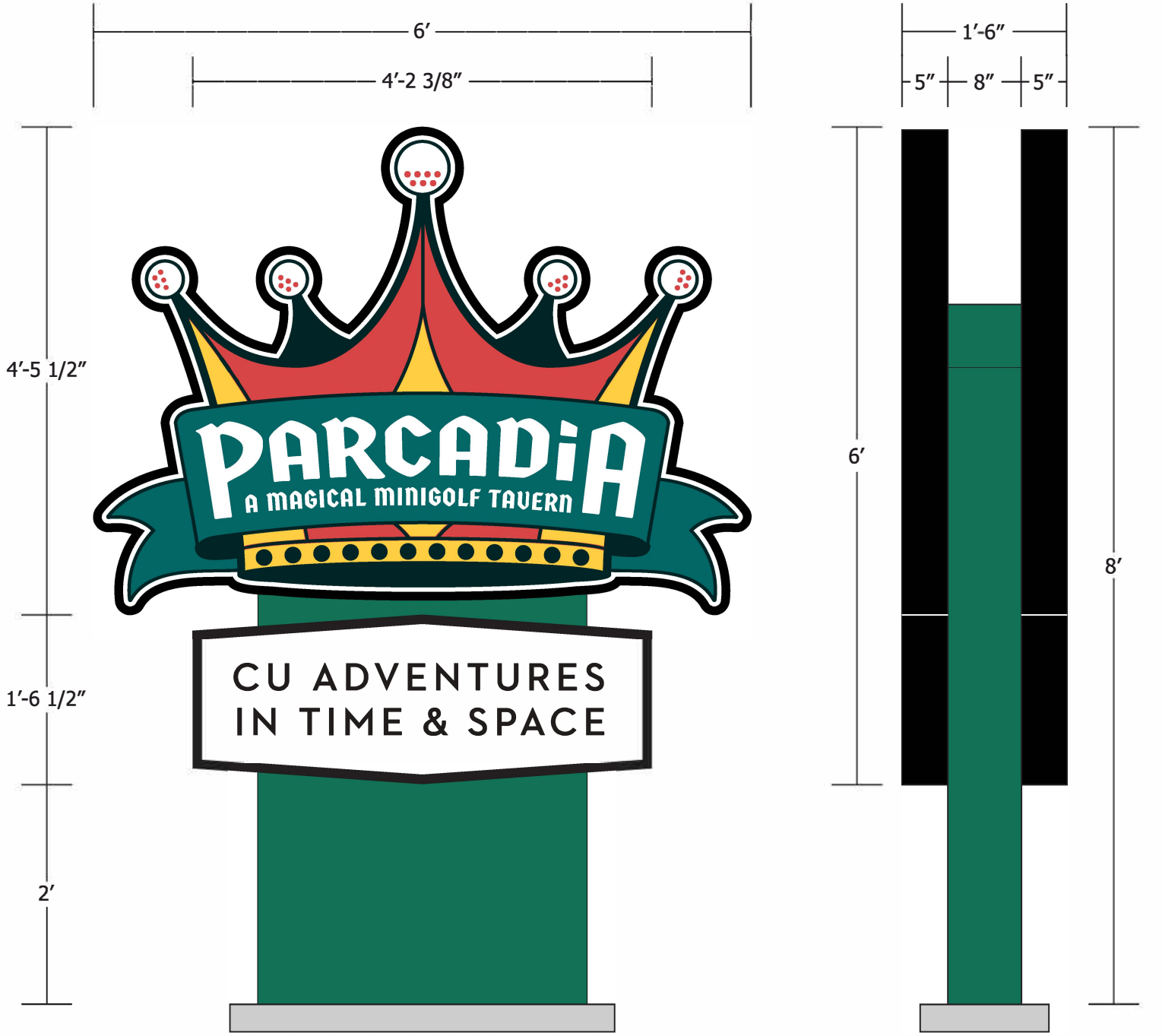
Drawing Location:
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Approval Signature:

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SIZING DETAIL

SCALE: 3/4″=1'

Date:7-20-26

Client:
Parcadia / CU Adventures
302 N. Broadway
Urbana, IL 61801

Project:
Freestanding Sign

Notes:
-6′x6′ double sided internal LED illuminated custom fabricated aluminum freestanding sign.

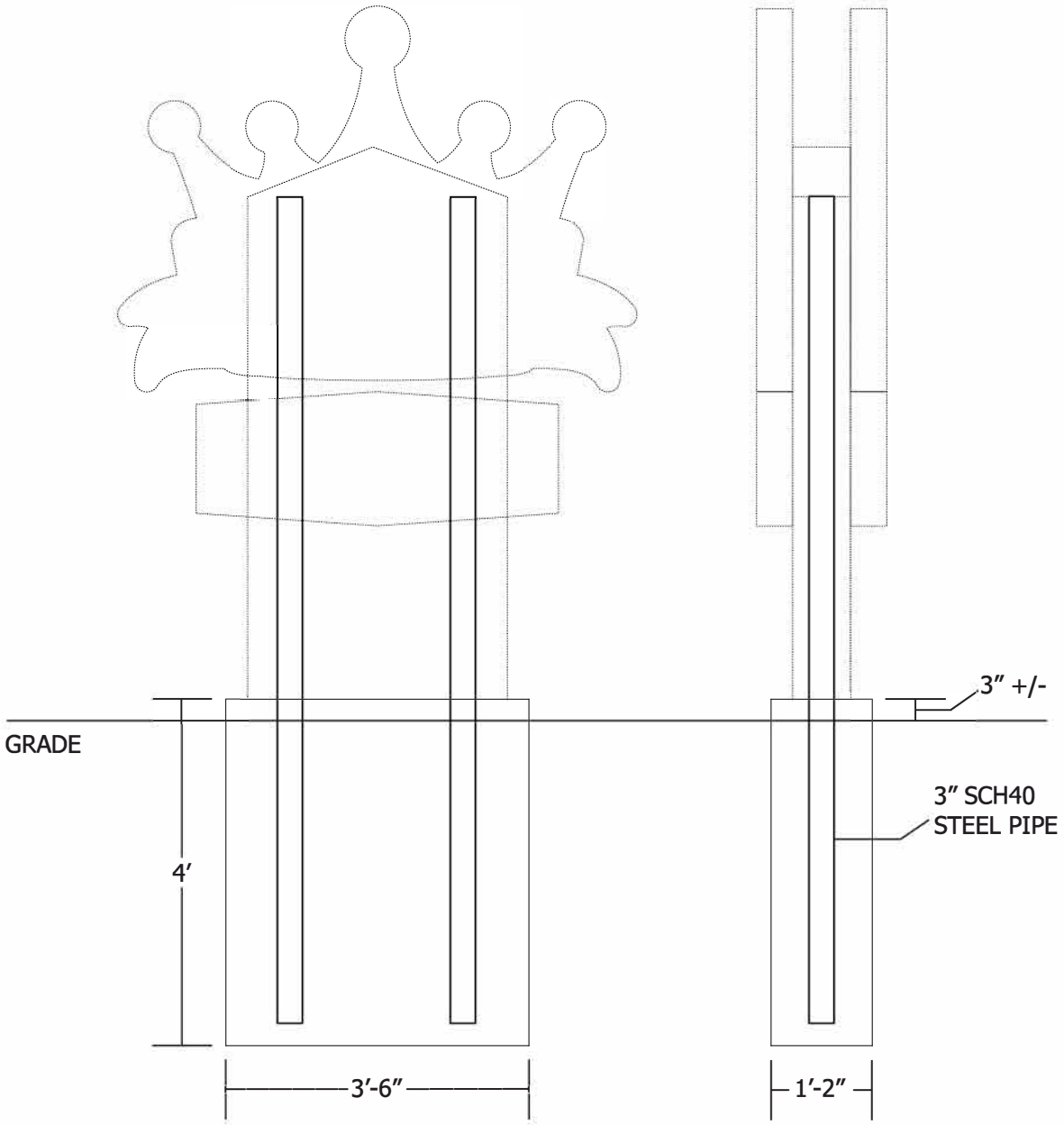
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FOOTING/STEEL DETAIL

SCALE: 1/2"=1'

Date:7-20-26

Client:
Parcadia / CU Adventures
302 N. Broadway
Urbana, IL 61801

Project:
Freestanding Sign

Notes:
-6'x6' double sided internal LED illuminated custom fabricated aluminum freestanding sign.

Drawing Location:
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