



# CITY OF URBANA PLAN COMMISSION REGULAR MEETING

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**DATE:** Thursday, November 09, 2023  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

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## AGENDA

### A. Call to Order and Roll Call

Introduction to New Member, William "Bill" Rose

### B. Changes to the Agenda

### C. Approval of Minutes of Previous Meeting

[Minutes](#) of the September 7, 2023 Regular Meeting

### D. Continued Public Hearings

### E. Unfinished Business

### F. New Public Hearings

[Plan](#) Case Nos. 2480-PUD-23: A request by Marty Smith, on behalf of Carle Foundation, for approval of a Final Residential Planned Unit Development located south of Federal Drive and north of Carver Drive in the R-3 (Single and Two-Family Residential) and R-4 (Medium Density Multiple Family Residential) Zoning Districts.

### G. New Business

[Plan](#) Case No. 2479-S-23: A request by Marty Smith, on behalf of Carle Foundation, for preliminary and final plat approval for the Hope Village Subdivision.

[Proposed](#) Revision of Plan Commission Bylaws: reduction of meeting frequency to one per month.

### H. Public Input

### I. Staff Report

### J. Study Session

### K. 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@urbanaininois.us](mailto:Planning@urbanaininois.us). The subject line of the email must include the words "PLAN COMMISSION - 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 so state. 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 specific 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 an 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: 217.384.2455

Email: [hro@urbanaillinois.us](mailto:hro@urbanaillinois.us)

### **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://urbanaillinois.us/uptv>.

**MINUTES OF A REGULAR MEETING**

**URBANA PLAN COMMISSION**

**DRAFT**

**DATE:** September 7, 2023

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

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

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**MEMBERS ATTENDING:** Will Andresen, Andrew Fell, Lew Hopkins, Debarah McFarland, Karen Simms, Chenxi Yu

**MEMBERS EXCUSED:** Dustin Allred

**STAFF PRESENT:** Kevin Garcia, Principal Planner; Marcus Ricci, Planner II; Kimberly Smith, Director of Community Development Services

**PUBLIC PRESENT:** Todd Atkins, Nolan Atkins, Jason Bried, Holly Griffin, Tom Roth

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**1. CALL TO ORDER and ROLL CALL**

Kevin Garcia, Principal Planner, called the meeting to order at 7:04 p.m.

NOTE: In the absence of Chair Allred, Mr. Fell nominated Mr. Hopkins to serve as Acting Chair. The nomination was approved by unanimous voice vote.

Roll call was taken, and there was a quorum of the members present.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes of the August 10 and August 24, 2023, regular meetings were presented for approval. Mr. Fell moved that the Plan Commission approve the minutes as written. Ms. McFarland seconded the motion. The minutes were approved by unanimous voice vote.

**4. CONTINUED PUBLIC HEARINGS**

There were none.



**5. UNFINISHED BUSINESS**

There was none.

**6. NEW PUBLIC HEARINGS**

There were none.

**7. NEW BUSINESS**

**Plan Case No. 2478-S-23 – A request by Nolan Atkins, on behalf of Fieldstone Investments, LLC, for preliminary and final plat approval for the Fieldstone Subdivision No.1 Subdivision (generally located at the intersection of Stone Creek Boulevard and Colorado Avenue).**

Acting Chair Hopkins opened Plan Case No. 2478-S-23. Marcus Ricci, Planner II, presented the details of the case to the Plan Commission from the written staff memo. He summarized a letter submitted by Tom Roth, President of the Stone Creek Subdivision Home Owners Association (HOA), which requests that the proposed subdivision lots be part of their existing HOA, and that the subdivision's covenants generally conform to the existing covenants. Mr. Ricci reviewed the options for the Plan Commission and presented staff's recommendation to approve the Preliminary Plat and forward the Final Plat to City Council with a recommendation of approval.

Acting Chair Hopkins asked if members of the commission had any questions for staff.

Mr. Hopkins stated that there would have been a preliminary plat for this land at some point. He asked if the proposed preliminary plat in this case is substantially similar to the earlier preliminary plat. Mr. Ricci stated that the earlier plat was from 1997 and has expired. He noted that in his review of the previous plats, the proposed plat was not different from the earlier plats.

Mr. Hopkins asked if the Mumford Drive connection shown on the plat appeared on any previous preliminary plat for Eagle Ridge. Mr. Ricci stated that he could say definitively that there has not been. There was a sewer easement on a previous plat. Furthermore, the area to the west is being subdivided by Sola Gratia Farm, and City staff is requiring that they include a right-of-way reservation for a potential extension of Mumford Drive.

Mr. Hopkins asked if the sewer on the aforementioned plat had ever been built. Mr. Ricci showed the preliminary plat and stated that all of the necessary infrastructure is in place and the proposed subdivision just needs to connect to it. The Preliminary Plat shows an 18-inch sanitary line at the roadway stub aligned with Mumford Drive.

Mr. Hopkins noted that none of the attachments were included in the packet. Mr. Garcia apologized and said he would look into it and make sure that did not happen again.

Mr. Hopkins noted that the options of the Plan Commission did not offer the Commission the options of adding conditions. Mr. Ricci stated that the proposed is a by-right development, so he did not believe that there is an option for the Plan Commission to add conditions. Mr. Garcia stated a correction in that the Plan Commission could add conditions.

Mr. Hopkins asked if they were to still follow the procedures of a public hearing even though the case does not require a public hearing. Should they still take public comment? Mr. Garcia said yes.

Mr. Fell asked what the proposed right-of-way for Mumford Drive would be. Mr. Ricci stated that not all of the proposed right-of-way would come from the proposed subdivision. Some of it would come from development to the south. It would presumably be 60 feet, which is identical to the nearby Colorado Avenue right-of-way.

Mr. Fell had questions about the lines shown on the Preliminary Plat for Lot 101. Mr. Ricci explained that staff defers to what is required in the Land Use Code for easements and setbacks.

Mr. Hopkins asked if there were any more questions for staff. Being none, Acting Chair Hopkins opened the floor for public input. He invited the applicant or the applicant's representative to address the Plan Commission.

Nolan Atkins, the applicant, approached the Plan Commission and stated that it was his intent for the proposed subdivision to be consistent with the previous Preliminary Plat with regards to lot size and setbacks. He mentioned that it is their goal to use the existing covenants of the Stone Creek Home Owners Association as a guide for creating covenants for the proposed development.

Tom Roth approached the Plan Commission to speak. He stated that the HOA was in favor of developing the lots, and that the HOA follows the same covenants as the original ones established by The Atkins Group.

Mr. Hopkins asked how the HOA is defined in its bylaws. In other words, what constitutes membership? Mr. Roth replied that the Stone Creek Subdivision covenants and bylaws were put together by the Atkins Group. The Homeowner's Association was in the process of taking the covenants and bylaws over when the golf course was being turned over to the University of Illinois. The membership is deemed as anyone who lives inside Stone Creek Subdivision. The proposed lots were supposed to be part of the Stone Creek Subdivision.

Ms. Simms asked whether the HOA covenants had any language regarding inclusion or equity principles. Mr. Roth replied that there is no subdivision approval or disapproval for someone buying a lot. Any review is performed strictly on the plans.

Mr. Fell asked for clarification on the covenants and when they were taken over by the HOA. Mr. Roth explained that the Atkins Group always intended to turn the covenants and bylaws over to the HOA after 20 years or after 60% of the lots had been developed. The time had expired but the lot count had not hit yet; however, the HOA was already in the process to take control of the covenants and bylaws. The major change was that instead of having five different covenants, they combined them into one set of covenants.

With no further input from the audience, Acting Chair Hopkins closed the public portion of the meeting. He opened the meeting for Plan Commission discussion and/or motion(s).

Mr. Fell asked if the Plan Commission had any role in establishing or enforcing HOA covenants. Mr. Garcia answered that they do not have a role.

Mr. Fell moved that the Plan Commission approve the Preliminary Plat and recommend approval of the Final Plat in Case No. 2478-S-23 to the City Council as presented, without conditions. Mr. Andresen seconded both motions. Roll call on the combined motion was as follows:

Ms. McFarland	-	Yes	Ms. Simms	-	Yes
Ms. Yu	-	Yes	Mr. Andresen	-	Yes
Mr. Fell	-	Yes	Mr. Hopkins	-	Yes

The motion passed by unanimous vote.

Mr. Garcia noted that Case No. 2478-S-23 would be forwarded to the Committee of the Whole on September 18, 2023.

## **8. PUBLIC INPUT**

There was none.

## **9. STAFF REPORT**

Mr. Garcia requested that the members of the Plan Commission respond to quorum calls and emails from City staff in a prompt manner. Mr. Ricci added that the future meeting date is included in the legal ad notice that the office sends Commission members to give them notice on their need to attend.

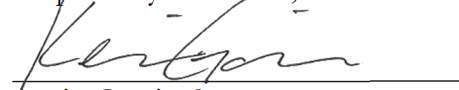
## **10. STUDY SESSION**

There was none.

## **11. ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:51\_p.m.

Respectfully submitted,



Kevin Garcia, Secretary  
Urbana Plan Commission



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:** November 3, 2023

**SUBJECT:** **Plan Case Nos. 2480-PUD-23:** A request by Marty Smith, on behalf of Carle Foundation, for approval of a Final Residential Planned Unit Development located south of Federal Drive and north of Carver Drive in the R-3 (Single and Two-Family Residential) and R-4 (Medium Density Multiple Family Residential) Zoning Districts.

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## Introduction & Background

Marty Smith, on behalf of the Carle Foundation, has submitted an application for final approval of a Residential Planned Unit Development on the farmland south of Federal Drive in Urbana, and north of Dorie Miller Drive and Carver Drive in Champaign.

The development would include 30 small homes and a community center to provide permanent supportive housing for medically-fragile homeless people. Construction is currently underway on the community center and one model home, as these are considered “by right” development.

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 final approval only.

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

## Preliminary PUD Approval

The City Council approved the Preliminary Planned Unit Development for Hope Village on July 31, 2023 (Ord. No. 2023-07-023) with three conditions and one waiver:

1. The final site plan is not constrained by the preliminary site plan.
2. The final site plan is responsive to the concerns of neighboring residents.
3. Parking requirements are waived.
4. The applicant will hold an additional meeting with the public prior to submitting the final PUD application.

Overall, staff find that the applicant has met the intent of the conditions of the Preliminary Planned Unit Development approval. *(See Exhibit M for a detailed staff analysis regarding these conditions.)*

## Discussion

### Applicability

Per Section XIII-3 of the Urbana Zoning Ordinance, this proposal qualifies for consideration as a Residential Planned Unit Development, as it is on a site larger than a half-acre, and can be considered a “Unique Development”:

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.

### Comprehensive Plan

The property is shown in the 2005 Comprehensive Plan on Future Land Use Map #3. As illustrated in Exhibit C, the parcels are listed as “Institutional”:

*Institutional uses generally include public, quasi-public, and private uses, such as governmental, educational, medical, religious, or university facilities as well as cemeteries. Institutional uses may range from single buildings to campuses.*

The proposed PUD would help meet the following Goals and Objectives of the Comprehensive Plan:

- 2.4 Promote development that residents and visitors recognize as being of high quality and aesthetically pleasing.
- 3.0 New development should be consistent with Urbana’s unique character.
- 3.1 Encourage an urban design for new development that will complement and enhance its surroundings.
- 3.2 Promote new developments that are unique and capture a “sense of place.”
- 4.1 Encourage a variety of land uses to meet the needs of a diverse community.
- 4.2 Promote the design of new neighborhoods that are convenient to transit and reduce the need to travel long distances to fulfill basic needs.
- 4.3 Encourage development patterns that offer the efficiencies of density and a mix of uses.
- 5.0 Ensure that land use patterns conserve energy.
- 5.1 Encourage development patterns that help reduce dependence on automobiles and promote different modes of transportation.
- 11.1 Encourage the inclusion of open spaces and recreational facilities in new residential and mixed-use developments.
- 15.1 Plan for new growth and development to be contiguous to existing development where possible in order to avoid “leapfrog” development.
- 16.0 Ensure that new land uses are compatible with and enhance the existing community.
- 16.3 Encourage development in locations that can be served with existing or easily extended infrastructure and city services.
- 19.0 Provide a strong housing supply to meet the needs of a diverse and growing community.
- 19.1 Ensure that new residential development has sufficient recreation and open space, public utilities, public services, and access to commercial and employment centers.
- 28.5 Encourage University efforts to promote public-private partnerships that can benefit multiple parties.
- 29.2 Strengthen Urbana’s standing as a regional health-care center by supporting appropriately sited development opportunities and encouraging supportive services and amenities to benefit the sector.
- 34.0 Encourage development in areas where adequate infrastructure already exists.
- 39.1 Make social services available to residents in need.

- 39.2 Implement strategies to address social issues related to housing, disabilities, poverty and community development infrastructure.
- 39.3 Implement strategies to address chronic homelessness and to provide permanent shelter.
- 40.3 Work to distribute affordable housing opportunities throughout the community to avoid the effects of concentrated poverty.
- 42.0 Promote accessibility in residential, commercial and public locations for disabled residents.
- 42.1 Ensure that new developments are sensitive to the mobility and access needs of the disabled.
- 42.3 Ensure that new developments include adequate access for the disabled through compliance with ADA requirements and adaptable units.
- 49.0 Avoid development patterns that can potentially create an over-dependency on the automobile.

### **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.

The proposed development is generally consistent with goals 2, 3, 4, 5, 6, 7, and 8, as follows:

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

The project is not identified in the Comprehensive Plan as an area for any of these types of development.

This goal is not applicable to this proposal.

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

While gated communities are typically not encouraged for Planned Unit Developments, in this case it is appropriate. Having a secure, limited-access community is considered a best practice for developments that serve the targeted population. In addition, the Carle Mobile Clinic and grocery bus will regularly visit the site, and will be available for people from Carver Park and other neighborhoods.

The decision to connect Hope Village, a residential community, to the existing Carver Park neighborhood to the south, is more consistent with the surrounding area than if it were connected to the office and light industrial area to the north.

The proposed PUD is generally consistent with this goal.

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

The residents of Hope Village will not own cars. As such, the already-approved waiver to remove minimum parking requirements is warranted.

The proposed PUD is generally consistent with this goal.

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

Building 30 homes and providing on-site services for some of our most vulnerable residents is a huge benefit to the public. In addition, the Mobile Clinic and grocery bus will be open to anyone.

The proposed PUD is generally 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 significantly responsive to many of the goals and objectives, and aligns with the future land use designation in the Comprehensive Plan.

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.*

The development will have walking paths throughout, and aside from emergency vehicles, there will be no vehicles traveling through the site. It will be, essentially, a pedestrian-only development.

The development will connect to Carver Drive, and includes a sidewalk connecting Carver Drive to the site, as recommended in the staff memo for the Preliminary PUD.

The proposed PUD is generally consistent with this goal.

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

The architectural style and building form of the homes will be consistent. They will be placed throughout the site on walking paths, which should give the development a consistent, specific aesthetic. In addition, the design of the buildings, their layout on the lot, and their orientation have been designed to maximize natural heating and cooling, and to provide semi-private, enclosed porches for each resident.

The proposed PUD is generally consistent with this goal.

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 plans include recreational facilities, trails, outdoor gathering spaces and other open space, and community gardening plots, all of which are not typically promoted by the Zoning Ordinance.

The proposed PUD is generally 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.*

There are no known cultural features, environmentally sensitive areas, or historic resources on the site.

This goal is not applicable to this proposal.

## **Criteria for Approval**

According to Section XIII-3 of the Urbana Zoning Ordinance, the Plan Commission shall determine whether reasons outlined in the submitted application and the evidence presented during the public hearing, justify approval based on the following criteria. (Please see Exhibit D for the petitioner's specific response to each question.)

1. *That the proposed development is conducive to the public convenience at that location.*

The proposed project would be a residential development on a site, connected to an existing neighborhood. It will have nearby access to MTD bus service along Bradley Avenue, and is conveniently-located near OSF and Carle Hospitals. Overall, the site is convenient for people walking, biking, and taking transit.

2. *That the proposed development is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the surrounding areas, or otherwise injurious or detrimental to the public welfare.*

The proposed development would not be unreasonably injurious to the surrounding area or the public welfare. The scale, massing, and architectural style fit in with the surrounding neighborhood, and the residential densities would be one-third to one-half of the adjacent neighborhood. Since most, if not all, residents will not own cars, the traffic generated by the site will be minimal, and far less than what would be expected in a “by right” development on the site.

3. *That the proposed development is consistent with goals, objectives and future land uses of the Urbana Comprehensive Plan and other relevant plans and policies.*

The proposed PUD is consistent with many goals and objectives, as detailed above, and is generally consistent with the “Institutional” future land use identified in Future Land Use Map #3 of the 2005 Urbana Comprehensive Plan.

4. *That the proposed development is consistent with the purpose and goals of Section XIII-3 of the Urbana Zoning Ordinance.*

The proposed PUD is consistent with goals 2, 3, 4, 5, 6, 7, and 8 of Section XIII-3 of the Urbana Zoning Ordinance.

5. *That the proposed development is responsive to the relevant recommended design features identified in Table XIII-2 of the Zoning Ordinance.*

The proposed development incorporates a number of recommended design features (in **bold** below) suggested in the PUD standards, including:

1. General Site Design – the **building layout** promotes open spaces, landscaping and screening, and vehicular and pedestrian connectivity; and the **lighting design** will minimize negative impacts on the nearby residential areas.
2. Pedestrian Connectivity – regarding **connectivity**, the sidewalk on Carver Drive will be extended to the community center; the site will have a system of paths for good **internal connectivity**.
3. Parking Areas – with the parking waiver, the plans meet the intent of the **maximum parking** recommendation; the Landscape Plan (Exhibit F) shows extensive **parking area landscaping** and screening.
4. Landscaping and Screening – the site includes a distinct **landscape identity**, with extensive tree plantings, rain gardens, and areas with native prairie plants and grasses; the landscaping provides adequate **screening** between the development and the adjacent neighborhood.
5. Open Space – the site **provides** a great deal of **open space**, with accessible **drainage areas**, areas for **passive recreation**, and **connected open space**.
6. Architectural Design – The design includes **energy efficient construction**, **accessible/visitable** homes, quality **materials**, and **architectural identity** and **consistency**.
7. Signage – the plans include a **freestanding monument sign**, and is generally compatible with the overall architecture of the development.



## Summary of Findings

1. The proposed development is generally consistent with many of the goals of a PUD as listed in Section XIII-3.C of the Urbana Zoning Ordinance.
2. The application is generally consistent with many of the goals, objectives, and future land use map in the 2005 Comprehensive Plan.
3. The proposed development meets the criteria for approval for a Final PUD as listed in Section XIII-3.K of the Urbana Zoning Ordinance.
4. The proposed final development plan incorporates a number of recommended design features, including general site design, architectural design, pedestrian connectivity, vehicular connectivity, maximum parking, parking area landscaping, landscaping and screening, and open space design.

## Options

The Plan Commission has the following options for recommendations to the City Council regarding Plan Case 2480-PUD-23:

1. Recommend approval of the Final Development Plan as attached; or
2. Recommend approval of the Final Development Plan as attached, including any conditions; or
3. Recommend denial of the Final 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. 2480-PUD-23 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 plans.

Attachments: Exhibit A: Location and Existing Land Use Map  
Exhibit B: Existing Zoning Map  
Exhibit C: Future Land Use Map  
Exhibit D: Final PUD Application  
Exhibit E: General Location Map and Site Plan  
Exhibit F: Landscape Plan  
Exhibit G: Grading Plan  
Exhibit H: Utility Plan  
Exhibit I: Lighting Plan  
Exhibit J: Building Elevations  
Exhibit K: Sign Details  
Exhibit L: Carver Park Neighborhood Association Letter  
Exhibit M: Staff Analysis RE: Preliminary PUD Conditions

cc: Marty Smith, Nick Crompton

Exhibit A - Location & Land Use



Case: 2480-PUD-23  
Subject: Hope Village Planned Unit Development  
Location: North of Carver Drive and Dorie Miller Drive  
Applicant: Carle Hospital Foundation

 Subject Property



Exhibit B - Zoning



Case: 2480-PUD-23  
Subject: Hope Village Planned Unit Development  
Location: North of Carver Drive and Dorie Miller Drive  
Applicant: Carle Hospital Foundation

 Subject Property



Exhibit C - Future Land Use



Case: 2480-PUD-23  
Subject: Hope Village Planned Unit Development  
Location: North of Carver Drive and Dorie Miller Drive  
Applicant: Carle Hospital Foundation

 Subject Property



Note: This is an excerpt from the applicant's application regarding how their plans meet the recommended design features for Planned Unit Developments.

Attachment A

The following recommended design features for Planned Unit Developments from the Urbana Zoning Ordinance Table XIII-2 will be incorporated into Hope Village:

**1. General Site Design**

- a. The building layout will promote open spaces, landscaping and screening, and vehicular and pedestrian connectivity.
- b. Sufficient street lighting to enhance public safety and visibility will be provided, and the overall lighting design will reduce excessive lighting and minimize the impact on neighboring residential areas.

**2. Pedestrian Connectivity**

- a. Crosswalks will be clearly marked and defined.
- b. Pedestrian facilities will connect to on-street and off-street bicycle facilities.
- c. A network of sidewalks and bicycle paths and trails will link buildings within the development site and to the surrounding neighborhood.
- d. Bicycle racks will be placed conveniently to building entrances and/or under canopies.

**3. Vehicular Connectivity and Parking Areas**

- a. The amount of parking provided will be reduced to the minimum required by the type of use and by fact the residents of Hope Village will not have vehicles.
- b. The parking area will be landscaped and include bicycle parking.

**4. Landscaping and Screening**

- a. Distinct landscaping will be used to link pedestrian facilities, parking areas, and buildings together.
- b. Significant trees will be preserved, and trees will be placed along the streets in Hope Village.
- c. Screening will be implemented as required by the Urbana Zoning Ordinance.

**5. Open Space**

- a. Environmental corridors, community parks, water bodies, and stormwater facilities will be implemented.
- b. Open space uses will protect the natural and historical resources of the of the property.
- c. The drainage area(s) will not constitute a majority of the open space but will be permanently accessible to the public and will connect to other drainage areas in the development.
- d. Passive recreation opportunities such as nature trails and a community garden plot will be available to residents, in addition to gathering areas for active recreation.
- e. The open space in the development will be sufficiently connected by sidewalks and trails to avoid separate and isolated open space areas.

**6. Architectural Design**

- a. Common patterns and consistent architectural characteristics will be found throughout the tiny homes of Hope Village.
- b. The unique nature of a tiny home development, in addition to the landscaping and interconnectedness of the various open spaces will create an identity for the development.

Attactment A (cont.)

- c. The buildings will have an articulated design, openings such as windows and doors will be properly spaced and proportionate, exterior surfaces will both protect the structures and enhance their visual aesthetics, and the principal entrances for such buildings will be oriented toward the street and architectural elements will be used to define said principal entrances.
- d. Hope Village will utilize building construction and site design features that focus on energy conservation.

Note: This is an excerpt from the applicant's application regarding how their plans meet the recommended criteria for approval for Planned Unit Developments.

Attachment B

## 6. CRITERIA FOR APPROVAL

**Explain how the proposed development is conducive to the public convenience at the proposed location.**

Hope Village will offer a comprehensive approach to serving and supporting its residents. In addition to the homes, Hope Village will include a community center for social services, gatherings, and recreational opportunities. Hope Village will also include outdoor gathering spaces, walking trails, and a community garden. Additionally, the Carle Mobile Clinic and the Carle Health Mobile Market will be available to residents of Hope Village and the surrounding neighborhood(s).

**Explain how the proposed development is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the surrounding areas, or otherwise injurious or detrimental to the public welfare.**

The gated community will be fully staffed and monitored for security and resident assistance. Residents will be given ample opportunity to engage in social, educational, and recreational activities that will enrich their health and lives and help them live productively within the community.

**Explain how the proposed development is consistent with the goals, objectives, and future land uses of the Urbana Comprehensive Plan and other relevant plans and policies.**

Hope Village is a new development that will be unique in its exclusive use of tiny homes for residents. It is an innovative use of land intended to meet the needs of our diverse community. It will reduce the need of its residents to travel long distances to fulfill basic needs by providing them with permanent supportive housing, healthcare, and intensive wrap-around services.

The layout of the tiny home community will offer the efficiencies of density and a mix of uses, as well as offer open spaces and recreational facilities. The community center will provide space for social services and counseling, community gathering, life skills teaching, and recreational opportunities. Additionally, the outdoor walking trails, gathering spaces, community garden, and other open green spaces will provide a complete living experience in touch with the natural surroundings.

The village will be contiguous to existing neighborhoods and avoid "leapfrog development." It will be located in an area that can be served by existing or easily extended infrastructure and city services. It is a project in which the University of Illinois is a partner and will promote a public-private partnership that will benefit multiple parties and will strengthen Urbana's standing as a regional health-care center and leader within the sector.

**Explain how the proposed development is consistent with the purpose and goals of the Section XIII-3, Planned Unit Developments of the Zoning Ordinance.**

Hope Village will be a high quality, non-traditional development aiming to provide a historically underserved population with housing, medical care, and an intensive social service infrastructure. By being the first of its kind in the area, the tiny home development promotes flexibility in subdivision design in order to serve a population in need. The public amenities available such as the community center and its associated services are those not typically promoted by the Zoning Ordinance. The circular street design and interconnected walking paths provide a high level of street and pedestrian connectivity within the development and the development will flow naturally to and from the surrounding neighborhood. The community center, community garden and other open spaces as well as trails within the development provide a variety of public and private open space, and recreational facilities.

# FINAL PUD - SITE PLAN

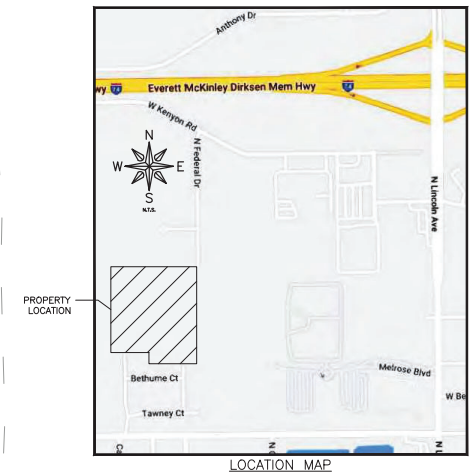
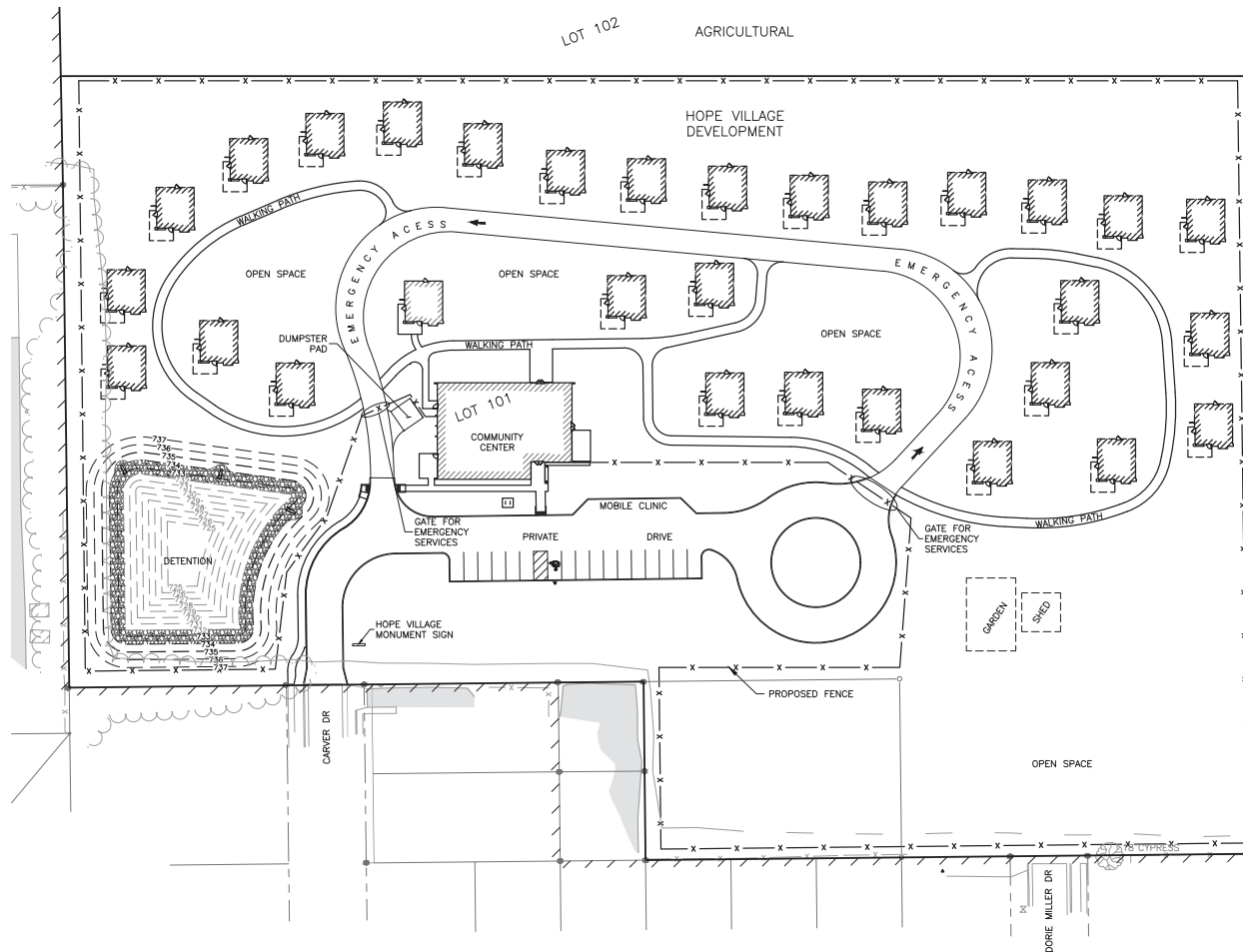
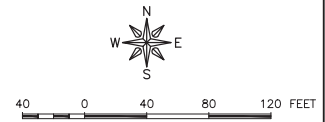


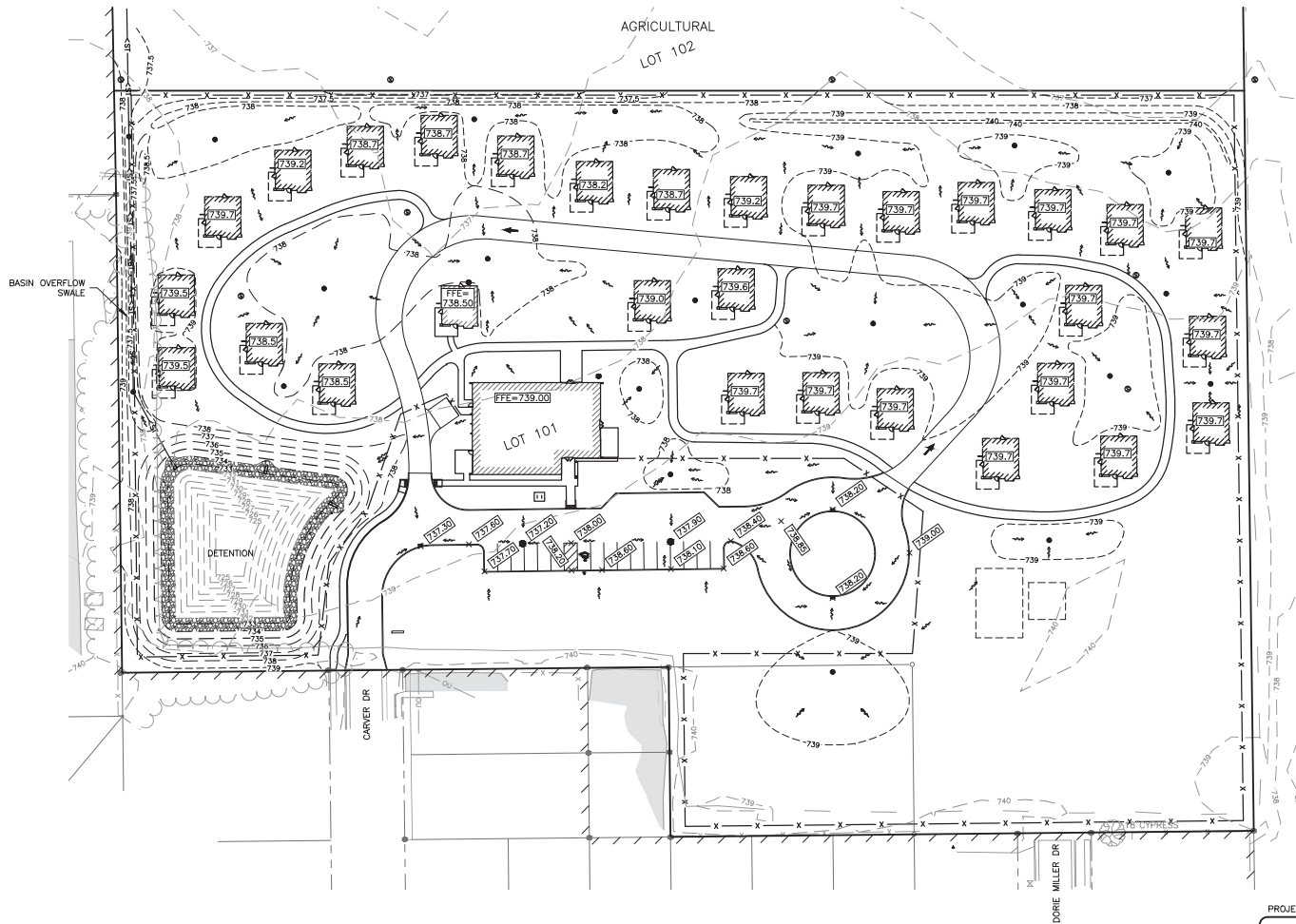


Exhibit F - Landscape Plan





# FINAL PUD - GRADING PLAN



**SHEET LEGEND**

---	739	---	PROPOSED CONTOUR
---	739	---	EXISTING CONTOUR
---		---	DIRECTION OF SURFACE FLOW
X		X	PROPOSED PARKING LOT SPOT ELEVATION

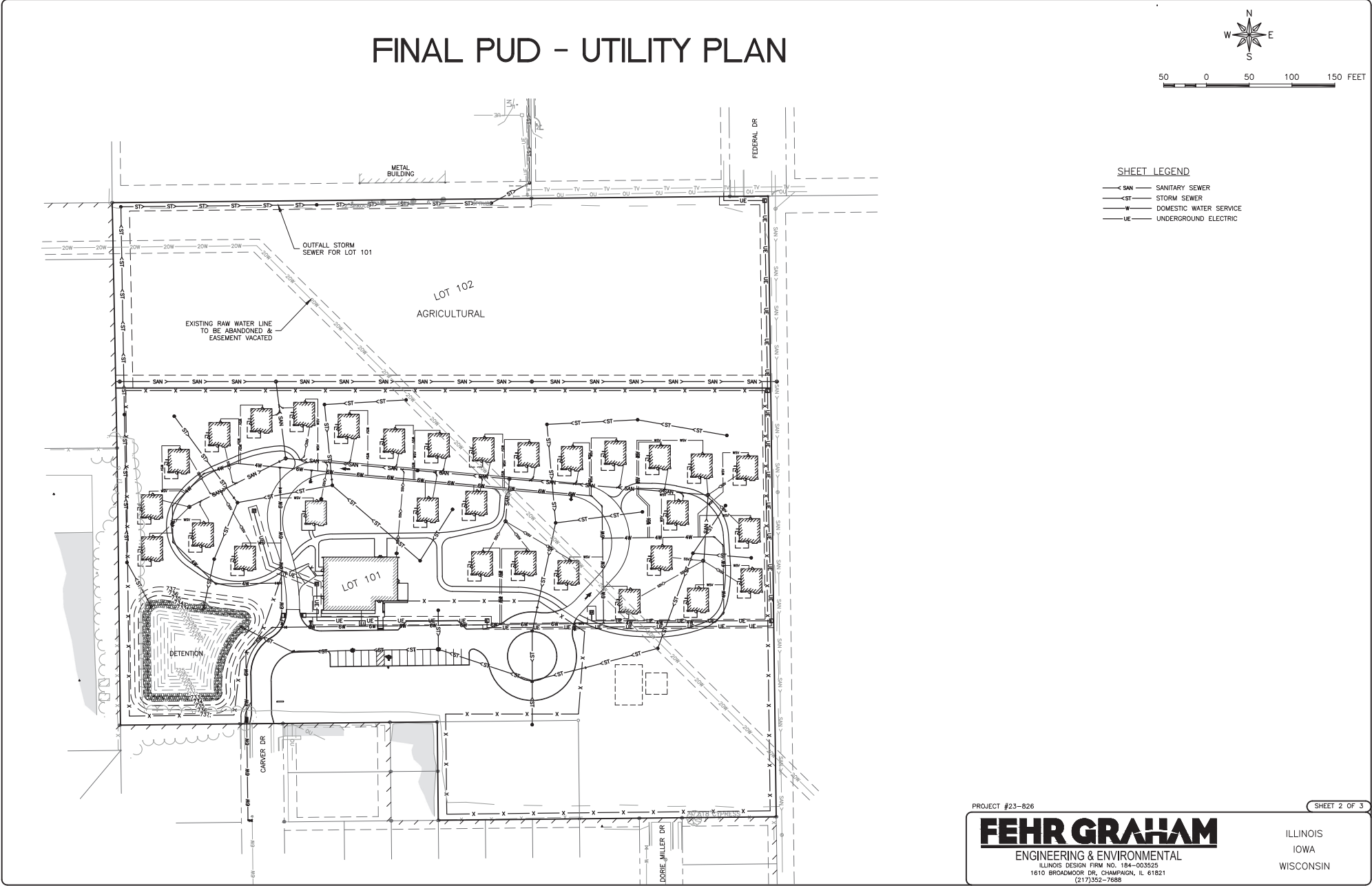
PROJECT #23-826







SHEET 3 OF 3

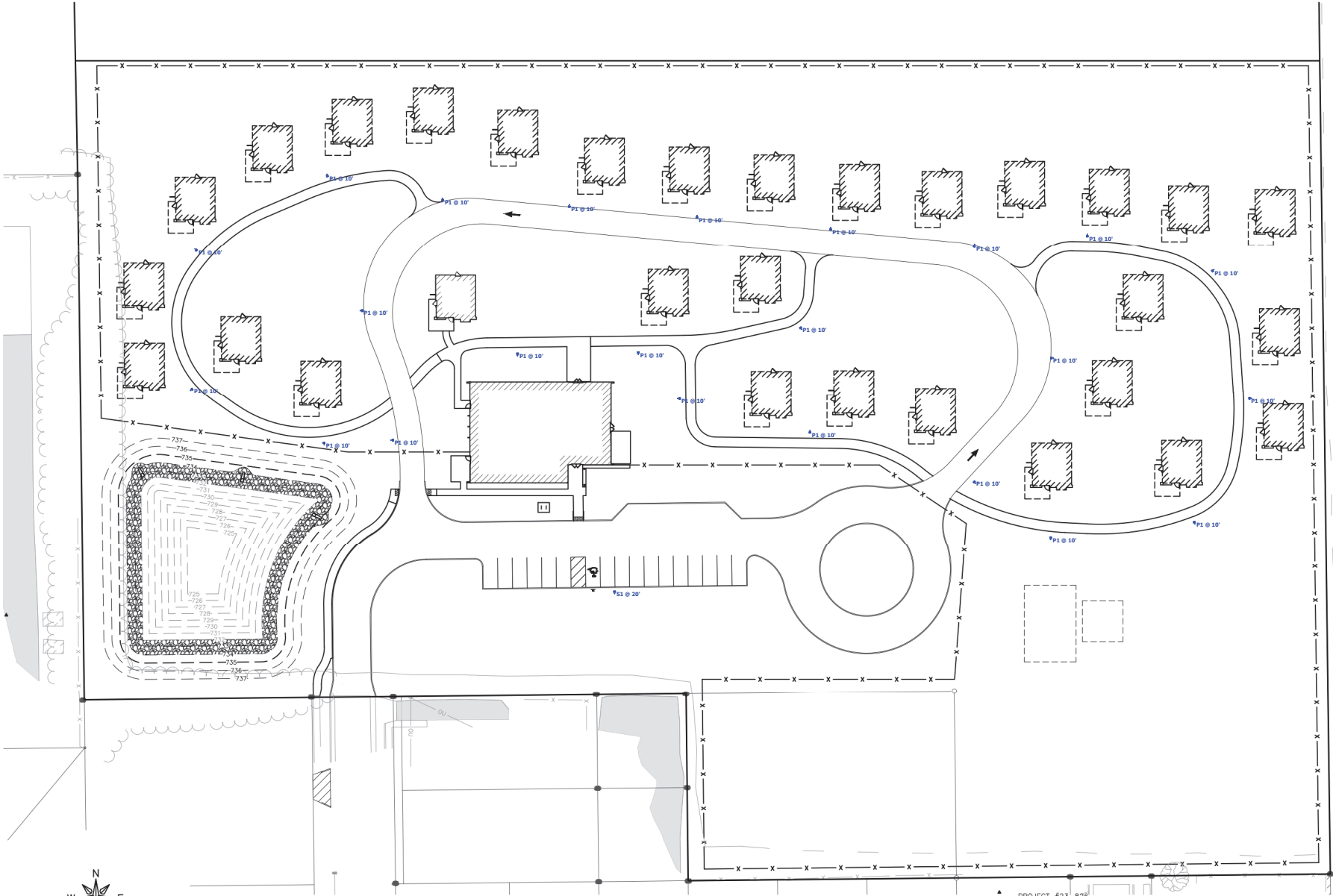
**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL  
ILLINOIS DESIGN FIRM NO. 184-003525  
1610 BROADMOOR DR, CHAMPAIGN, IL 61821  
(217)352-7688

ILLINOIS  
IOWA  
WISCONSIN

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Schedule											
Symbol	Label	Image	Quantity	Manufacturer	Catalog Number	Description	Number Lumens	Lumens Per Lum.	Light Loss Factor	Wattage	Plot
	P1		23	Lithonia Lighting	OSLO LED P2 40K 70CRI 12W 165	O-Series Slim 2 Area Luminaire P2 Performance Package 4000K CCT 70 CRI Type 2 Medium Housewide Shield	1	5381	0.89	45.14	
	S1		1	Lithonia Lighting	OSLO LED P6 40K 70CRI 13W	O-Series Slim 2 Area Luminaire P6 Performance Package 4000K CCT 70 CRI Type 2 Medium	1	17115	0.89	137	



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ORIGINAL SHEET SIZE: 22 X 34

PRINTED ON 10/9/2023 11:59:49 AM

Exhibit J - Building Elevations

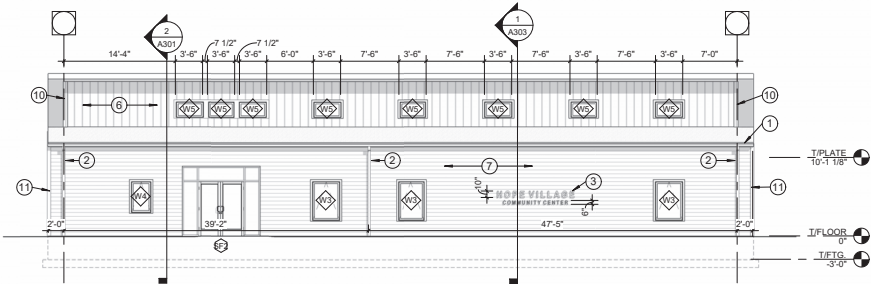
SIDING COLOR SCHEDULE

LP VERTICAL SIDING COLOR 1 "GLACIER FOG"  
LP CEDAR TEXTURE LAP SIDING COLOR 2 "GRAPHITE"  
LP CEDAR TEXTURE LAP SIDING ACCENT COLOR 3 "CANYON"

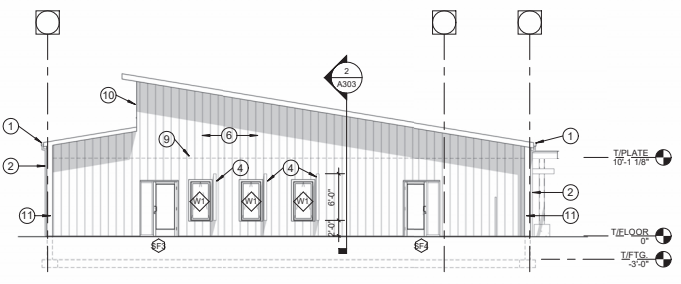
BUILDING HEIGHT - 1-STORY, 20'-10"  
BUILDING AREA - 4,930 SF

KEYED NOTES

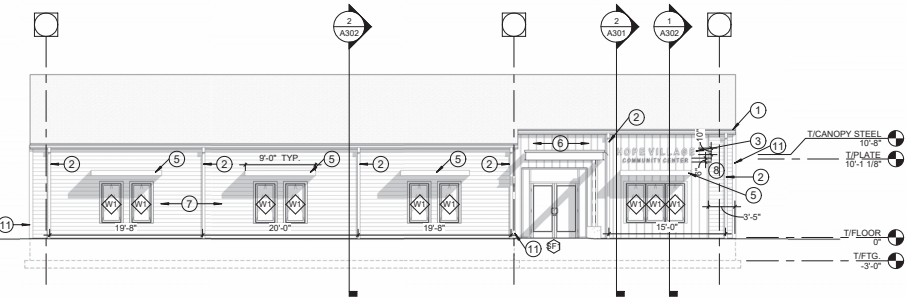
- 1 BOX GUTTER, SIZING BY ROOFING CONTRACTOR
- 2 DOWNSPOUT, SIZING BY ROOFING CONTRACTOR
- 3 FINAL BUILDING SIGNAGE TO BE COORDINATED WITH OWNER AND ELECTRICIAN IF REQUIRED.
- 4 VERTICAL SHADE FIN
- 5 CANTILEVERED SHADE STRUCTURE
- 6 LP VERTICAL SIDING WITH BATTEN TRIM, COLOR 1
- 7 LP LAP SIDING 6.84 WIDTH, COLOR 2
- 8 LP LAP SIDING 6.84 WIDTH, ACCENT COLOR 3
- 9 VERTICAL PANEL SEAM IN LINE WITH T/PLATE, SEE SECTION 2/A303
- 10 TRIM TO MATCH ADJACENT COLOR 1
- 11 TRIM TO MATCH COLOR 2



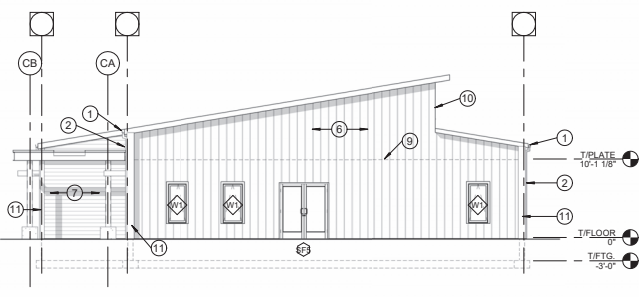
4 NORTH ELEVATION  
1/8" = 1'-0"



2 WEST ELEVATION  
1/8" = 1'-0"



3 SOUTH ELEVATION  
1/8" = 1'-0"



1 EAST ELEVATION  
1/8" = 1'-0"



ARCHITECTURAL EXPRESSIONS, LLP  
100 CHESTNUT, SUITE 300,  
CHAMPAIGN, IL 61820  
PHONE: 217-378-0300 FAX: 217-378-8512  
www.aeetlp.com  
IL DESIGN FIRM No. 184-001487

DATE: \_\_\_\_\_  
LIC. EXP.: \_\_\_\_\_

EXTERIOR ELEVATIONS

HOPE VILLAGE COMMUNITY CENTER  
SHELL  
CHAMPAIGN COUNTY HEALTHCARE  
CONSUMERS  
1799 N. FEDERAL DR. URBANA, IL

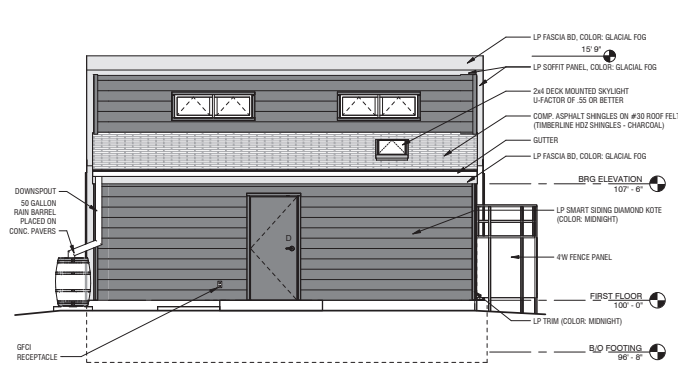
No.	Description	Date
2	TRIM COLOR UPDATES	09/25/23

PERMIT SET

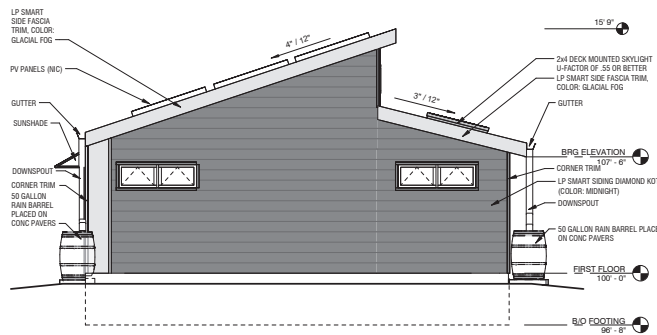
Project Number 6760  
Date 07/31/23  
Drawn By JAK  
Checked By BAK

A201

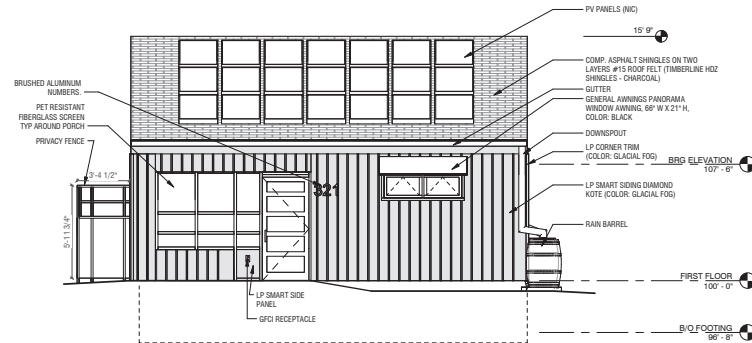
## Exhibit J - Building Elevations



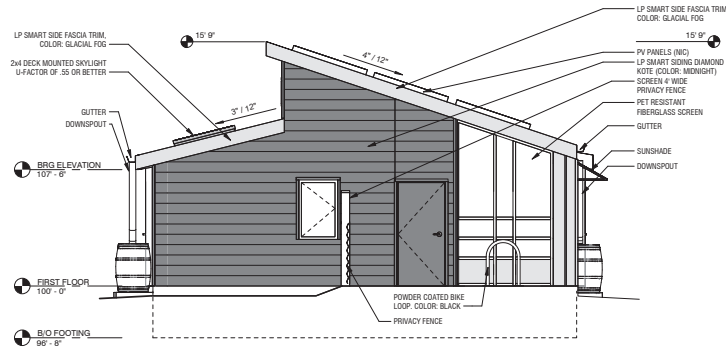
**BUILDING ELEVATION**  
NORTH ELEVATION  
1/4" = 1'-0"



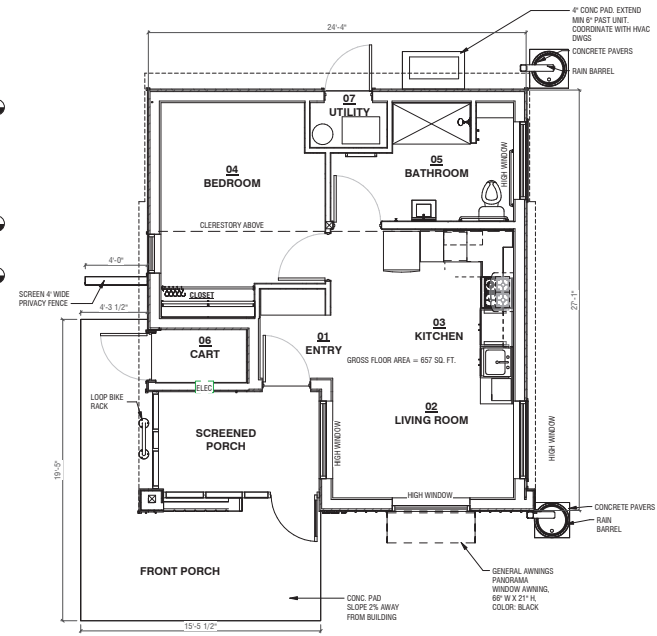
**BUILDING ELEVATION**  
EAST ELEVATION  
1/4" = 1'-0"



**BUILDING ELEVATION**  
SOUTH ELEVATION  
1/4" = 1'-0"

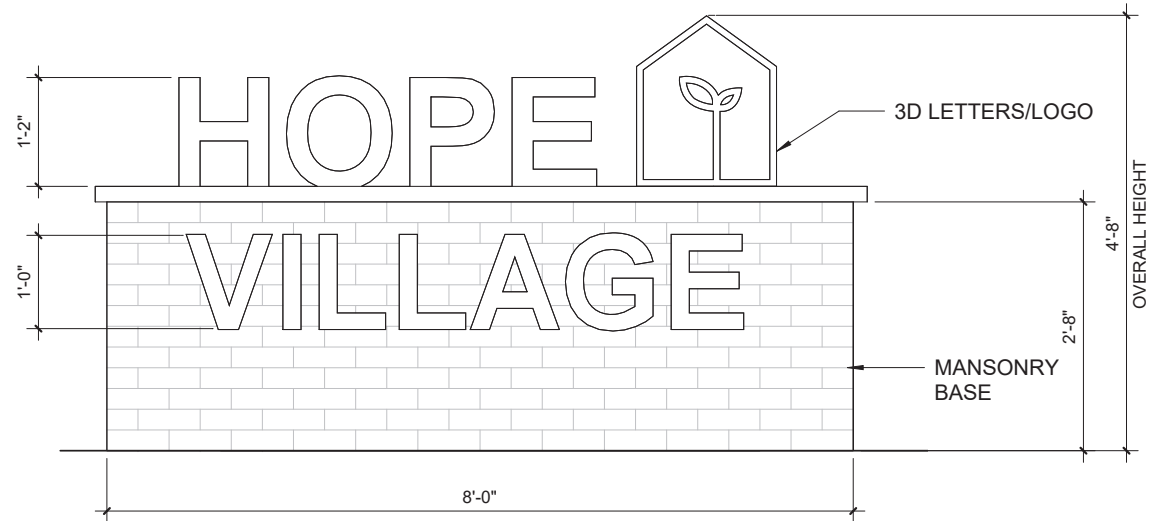
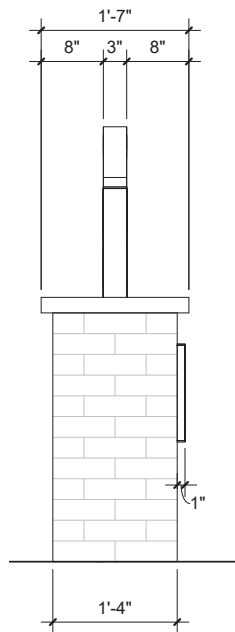


**BUILDING ELEVATION**  
WEST ELEVATION  
1/4" = 1'-0"



 **FLOOR PLAN**  
FIRST FLOOR  
1/4" = 1'-0"

## Exhibit K - Sign Details





# Carver Park Neighborhood Association

*"The first African-American Subdivision in the Champaign-Urbana Area"*

**DATE:** October 5, 2023

**TO:** Carle Foundation (Attention Marty Smith)  
University of Illinois  
Champaign County Health Care Consumers

**SUBJECT:** Hope Village Planned Unit Development Adjoining Carver Park  
Subdivision - Residents/Citizens Concerns and Recommendations

The purpose of this letter is to make known our position in the form of concerns and proposals on behalf of residents and citizens of the subdivisions of Carver Park, Crispus Attucks, Dr. Ellis, and others in the community and elsewhere in opposition to the development of Hope Village. Although construction of Phase I of this development is underway, it is our fervent desire that it be stopped and not entered Phase II or the final phase for reasons or concerns outlined herein.

## CONCERNS

- Traffic and access
- Drainage (sanitary and flooding)
- Detention pond
- "Initial" development of thirty (30) tiny homes
- Safety

## RECOMMENDATIONS/PROPOSALS

- Traffic. We strongly suggest and propose that access be made to and from Federal Drive with no traffic coming through Carver Park Subdivision.
- Drainage (sanitary and flooding). We strongly suggest that both the City of Champaign and the City of Urbana work together to make certain that drainage issues are corrected and guarantee there will be no impact on the Carver Park Subdivision because of this development.
- Detention pond. We understand detention ponds are being used now in large developments, but do thirty (30) tiny homes meet these criteria? If the detention pond must stay, and given the proximity to Carver Park Subdivision, we strongly suggest "high security" fencing be made around it.
- "Initial" development of thirty (30) tiny homes. We propose that no future development be made in this area, especially without consideration of the rights and concerns of surrounding neighborhoods.



## Exhibit L - Carver Park Neighborhood Association Letter

- Safety. We respectfully and strongly ask that you adhere to our suggestions for no access through Carver Park Subdivision, correct the drainage issues, fence the detention pond, and make no further development plans in this area for the safety and wellbeing of residents in this subdivision and surrounding neighborhoods.

### SUMMARY

Carver Park Subdivision is the first African American Subdivision built in Champaign-Urbana. Some of the residents currently living here grew up in this subdivision from babes to adulthood. We are proud of the legacy that brought this neighborhood to fruition and wish to see it honored and preserved.

The streets in this subdivision are in dire need of repair. The City of Champaign has been made aware of the condition of Dorie Miller Drive and their officials have said this street will be reconstructed. We're holding them to this promise. And we are also requesting that the Cities of Champaign and Urbana conduct an environmental impact study relative to institutional zoning.

Residents feel blindsided by this development because it was dumped on us without proper notification and communication. We ask that you please let this be a lesson moving forward that communication and proper notification is essential in having a good relationship with the community. That was not done here. The site selection process did not allow input from neighboring residents or community stakeholders. With that said, we request that ANY significant changes that will impact surrounding neighborhoods and this community be presented with proper notification to both property owners and residents in proximity to the project. This includes notification regarding water shut offs or any other utility that impacts surrounding neighborhoods.

In closing, let it be known that this letter does not suggest that we are conceding to this development. We do not want it at this location. Further, as the final plan is unveiled, we reserve the right to bring any further issues that may not be resolved once the application has been submitted. And because of the direction made to you by order of City of Urbana Ordinance No. 2023-07-023 to hold this meeting for the public, to which is being done so this day October 5, 2023, we demand proof that our concerns and recommendations will be taken care of.

This letter respectfully submitted on behalf of those residents of Carver Park, Martin Luther King, Crispus Attucks, and Dr. Ellis Subdivisions with concerns and opposition to the development of Hope Village.

c: City Council City of Urbana  
City Council City of Champaign

For further information contact:

Jacqueline Curry (Carver Park Subdivision) jackbag60@gmail.com  
Darleen Bailey (Dr. Ellis Subdivision) darleenbailey72@yahoo.com  
Marion Harrington (Crispus Attucks Subdivision) mrshortdog@sbcglobal.net  
Joseph Wilson (MLK Subdivision) jcwilson55@yahoo.com

## **Exhibit M – Staff Analysis RE: Conditions of Preliminary PUD Approval**

### **Condition (1) – The final site plan is not constrained by the preliminary site plan.**

This condition allowed the general concepts of the Preliminary PUD Site Plan to be approved while granting the applicant flexibility to redesign the site if they chose to. The design team did not opt to substantially redesign the site, and the site plans included in the Final PUD application (see Exhibit D) are generally consistent with the Preliminary site plans. There updated plans include some minor changes to address the second Condition, as detailed below.

### **Condition (2) – The final site plan is responsive to the concerns of neighboring residents.**

This condition requires that the final plans respond to concerns that neighboring residents voiced throughout the process at Plan Commission, City Council, in writing, and at a series of neighborhood meetings. The concerns of neighboring residents are best summarized in the attached letter from the Carver Park Neighborhood Association, on behalf of residents of Carver Park, Crispus Attucks, and Dr. Ellis Subdivisions. The concerns outlined in that letter are repeated here in *italics*, followed by staff analysis (see Exhibit L for the full letter).

*Traffic: We strongly suggest and propose that access be made to and from Federal Drive with no traffic coming through Carver Park Subdivision.*

*Staff Analysis:* The applicants have clearly and consistently articulated their reasons for designing Hope Village to have its access off of Carver Drive instead of Federal Drive. Chief among those reasons are that Carver Drive offers better, faster access to OSF and Carle Hospitals for emergency services, and provides a direct connection to more frequent MTD bus service along Bradley Avenue (via Carver Drive) versus Kenyon Drive (via Federal Drive).

In addition to those reasons, staff believe that to redesign the site with access off of Federal Drive would most likely leave the southern half of the site as farmland, which would leave it open to being developed in the future at much higher residential densities than Hope Village will have. That would create much more traffic along Carver Drive than the current proposal. The entire site is zoned for multifamily residential (R-4), and even a modest “by right” development under the R-4 zoning designation would produce significantly more traffic through the neighborhood than Hope Village, where most, if not all, residents will not own cars. An earlier proposal, Union Gardens, included more than 130 dwellings on the site, and required no significant public hearings, since it was a “by right” development.<sup>1</sup>

Hope Village represents perhaps the least-intensive option for residential development on this site, one which would have a minimal effect on traffic through the Carver Park neighborhood.

*Drainage: We strongly suggest that both the City of Champaign and the City of Urbana work together to make certain that drainage issues are corrected and guarantee there will be no impact on the Carver Park Subdivision because of this development.*

*Staff Analysis:* Urbana and Champaign’s Public Works staff have discussed drainage in the area around Hope Village, and to date have not observed any recurring drainage problems within or adjacent to the Hope Village development.

<sup>1</sup> Union Gardens required a public hearing for the final subdivision plat; however, plats are essentially a technical exercise, and a plat will be approved if it meets the requirements of the Land Development Code. The City Council has never denied a subdivision plat, according to the Planning Division’s records.

Urbana's engineering review of the proposed stormwater management plan for Hope Village indicates that the development will maintain existing drainage patterns, which is for stormwater to generally flow northward. The proposed site grading, stormwater holding basin, and storm sewers will direct stormwater runoff northward, discharging stormwater into the existing public storm sewer on Cardinal Court, in the opposite direction of the Carver Park Subdivision. The proposed Hope Village development will not affect drainage on Carver Drive.

*Detention Pond: We understand detention ponds are being used now in large developments, but do thirty (30) tiny homes meet these criteria? If the detention pond must stay, and given the proximity to Carver Park Subdivision, we strongly suggest "high security" fencing be made around it.*

*Staff Analysis:* Hope Village includes 30 homes, but it also includes a community center, parking and access drives, and paths, all of which increase the impervious area on the site over the existing use of the site as farmland. City staff determined that a stormwater plan was necessary, and the design team for Hope Village chose a retention basin as their preferred option to deal with the additional runoff that would be created by the development.

While the initial site plans for Hope Village did not include fencing to physically separate the retention pond from the neighborhood, the updated plans show that the fence has been extended south from Hope Village around the retention pond.

*"Initial" development of thirty (30) tiny homes. We propose that no future development be made in this area, especially without consideration of the rights and concerns of surrounding neighborhoods.*

*Staff Analysis:* If approved, the Final PUD will only allow the development of 30 tiny homes and the community center on the site. Any future development on the site would require a Planned Unit Development amendment, which would require the same level of review as any PUD application.

Waiver (3) – Parking requirements are waived.

Since the residents of Hope Village will not own vehicles, and there will be only a handful of staff on-site each day, parking requirements were waived.

Condition (4) – The applicant will hold an additional meeting with the public prior to submitting the final PUD application.

The applicant held a public meeting on October 5, 2023, at the Douglass Annex, 804 North Fifth Street, in Champaign, the week before they submitted their final PUD application.



## 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, AICP, Principal Planner and Zoning Administrator  
Marcus Ricci, AICP, Planner II

**DATE:** November 9, 2023

**SUBJECT:** **Plan Case No. 2479-S-23:** A request by Marty Smith, on behalf of Carle Foundation, for preliminary and final plat approval for the Hope Village Subdivision.

---

### Introduction

Marty Smith, on behalf of The Carle Foundation, requests approval of preliminary and final plats for the Hope Village Subdivision. The applicant would like to subdivide two parcels totaling 11.78 acres into two lots. The property is zoned R-4 (Medium Density Multiple-Family Residential) and R-3 (Single- and Two-Family Residential), and is undeveloped.

According to the Urbana Land Development Code, preliminary and final plats may be submitted for concurrent approval. The Plan Commission must review the preliminary and final plats, and make a decision to approve or deny the preliminary plat, and make a recommendation to City Council to approve or deny the final plat. Staff recommends approval of both plats.

### Background

The property has never been officially subdivided and has always been farmland. Adjacent farmland and the Pilgrim Missionary Baptist Church parcel to the west have also never been officially subdivided.

The applicant requests approval of preliminary and final plats to subdivide this parcel into two lots. The larger lot, to the south, is being developed as Hope Village, a residential Planned Unit Development (PUD) of 30 small homes and a community center for medically-fragile homeless people. The smaller lot to the north is not part of the PUD application.

The recently-updated Urbana Land Development Code regulates Preliminary, Final, and Concurrently-Submitted Plats in Sections 21-225, 21-230, and 21-235, respectively. Preliminary plats are required to show the locations of public utilities, paved roads and sidewalks, topographic lines, and other details required for establishment of a subdivision. Final plats are required to show the location of paved roads, property and lot lines, and easements. Required plat items are often shown on both plats. According to Section 21-230.C.2, if a final plat substantially conforms to the previously-approved preliminary plat, the final plat shall be submitted directly to City Council for approval. Both of the submitted plats include all of the required items. The plats are out for review by external agencies; comments are due by November 6, 2023. Any comments from reviewers requiring revisions to the plats, e.g., contact information or a missing easement, will be addressed by the applicant prior to recording the plat. On August 23, 2023, the Administrative Review Committee determined that the proposed activity would be considered a Major Development.

## **Discussion**

### *Land Use, Zoning Regulation, and Comprehensive Plan Designation*

Land Use. The property is located south of Federal Drive in Urbana and north of Carver Drive and Dorie Miller Drive in Champaign (Exhibit A – Location Map; the Urbana city limits are along the west and south property lines. It is bordered by un-subdivided land to the west, Park 74 Industrial Development Number 2 Subdivision to the north, Replat of Lots 11 & 12 of a Replat of Lots 1 and 2 of Melrose of Urbana First Subdivision to the east, and Oak Tree and Carver Park Subdivisions to the south. Surrounding the site are agricultural uses to the west, institutional uses to the west and north, light industrial uses to the north, undeveloped land to the east, and residential uses to the south. The proposed infill development has an overall density of one dwelling unit per 17,000 square feet, much less dense than the existing single-family residential uses to the south and east of the site (which range from one dwelling unit per 5,700 square feet and one dwelling unit per 7,700 square feet).

Zoning Regulation. The property is undeveloped and is zoned R-4 (11.34 acres) and R-3 (0.44 acres). The proposed subdivision is consistent with this district's development requirements (Exhibit B – Zoning Map). The site is bordered by City IN-1 (Light Industrial / Office) to the north, R-4 to the east, and SF1 (Single-Family Residential – City of Champaign) to the south and west.

Comprehensive Plan Designation. The 2005 Comprehensive Plan designates this area's future use as "Institutional," bordered by "Light Industrial" to the north and "Multifamily Residential" to the east (Exhibit C – Future Land Use Map). The proposed development is consistent with this future land use designation.

### *Land Development Code Regulation*

Section XI-2 of the Zoning Ordinance states the Plan Commission reviews subdivision plans and makes decisions for preliminary plats and makes recommendations to City Council for final plats, as provided in Chapter 21 entitled "Land Development Code." All of the items below are shown on their required plat(s).

Subdivision Layout and Access. The 11.78-acre tract would be subdivided into 2 lots: 7.90 acres and 3.88 acres. Post-construction roadway access to the subdivision will be provided by Carver Drive from the south; construction access will be provided by Federal Drive from the north. The plat proposes no roadway expansion: the existing stub of Carver Drive will be developed into the private access drive for the residential development. Major collectors in the vicinity of the site include Bradley Road Avenue to the south.

Traffic Impact Analysis: The proposed subdivision does not require a Traffic Impact Analysis (TIA) under the criteria set forth in the Land Development Code. City staff do not anticipate any traffic access or congestion due to the proposed development or its layout.

Drainage. Stormwater will be handled via a series of inlets and pipes that will feed into a stormwater retention basin in the southwest corner, approximately 20,000 sf in area. Water in the stormwater basin will drain to the north, and will not go through the Carver Park neighborhood to the south.

Sidewalks. While sidewalks are not required in private developments, the existing sidewalk on the west side of Carver Drive will be extended north along the new access drive to the new community center. The access drive will lead into the parking lot which ends in a circular turnaround. A one-way emergency access drive will loop north from this turnaround, westward, turn south and connect back

at the access drive. Walking paths will provide access for residents and staff throughout the development.

Utilities. Utilities are available adjacent to the site and will be extended to the site to serve the proposed development.

Street Trees. Street trees are not required, as there will be no public streets in the development.

Deferrals, Waivers, and Variances. City Council granted a waiver of required parking on July 31, 2023 (Ord. No. 2023-07-023). No other waivers, deferrals, or variances have been requested from the requirements of the Land Development Code or Zoning Ordinance.

## **Summary of Findings**

1. The proposed preliminary and final plats are consistent with the R-3 (Single- and Two-Family Residential) and R-4 (Medium Density Multiple-Family Residential) zoning designations for the subject property.
2. The proposed preliminary and final plats are consistent with the Comprehensive Plan land use and roadway designations for the site.
3. The proposed preliminary and final plats meet the requirements of the Urbana Land Development Code.

## **Options**

The Plan Commission has the following options for recommendations to the City Council in Plan Case 2479-S-23:

A. For the Preliminary Plat:

1. Approve the preliminary plat as presented; or
2. Deny the preliminary plat.

B. For the Final Plat:

1. Approve the final plat and forward it to the City Council with a recommendation to approve the plat as presented; or
2. Deny the final plat and forward it to the City Council with a recommendation of denial.

## **Recommendation**

Based on the analysis and findings presented herein, staff recommends that the Plan Commission APPROVE the Preliminary Plat of Hope Village Subdivision, and forward the Final Plat of Hope Village Subdivision to City Council with a recommendation to APPROVE it as presented.

Attachments: Exhibit A: Location Map  
Exhibit B: Zoning Map  
Exhibit C: Future Land Use Map  
Exhibit D: Preliminary Plat

Exhibit E: Final Plat  
Exhibit F: Site Photos

cc: Marty Smith, The Carle Foundation, Applicant



# Exhibit A - Location & Land Use

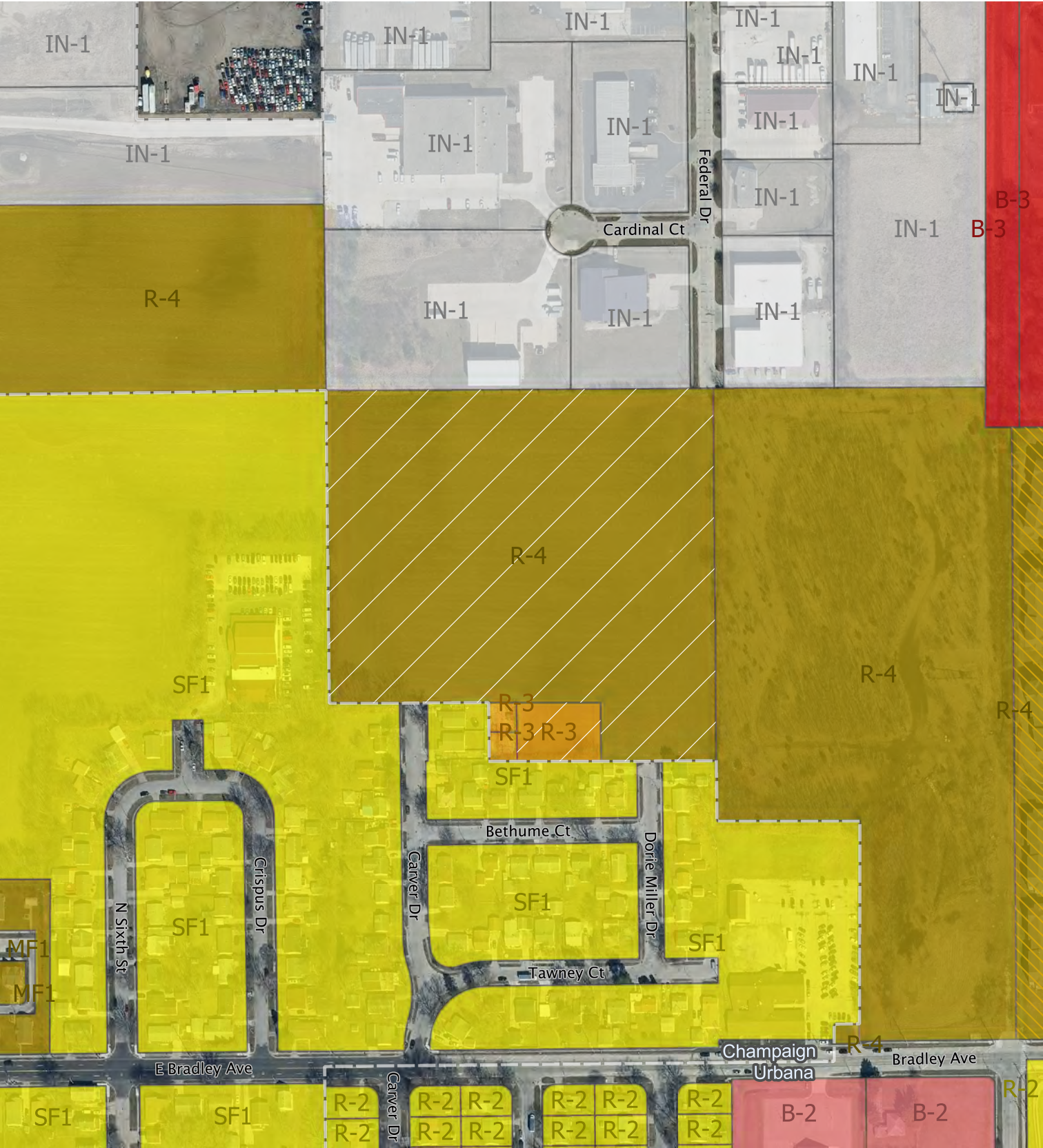


Case: 2479-S-23  
Subject: Preliminary & Final Plats for Hope Village Subdivision  
Location: North of Carver Drive and Dorie Miller Drive  
Applicant: Carle Hospital Foundation

 Subject Property



Exhibit B - Zoning



Case: 2479-S-23  
Subject: Preliminary & Final Plats for Hope Village Subdivision  
Location: North of Carver Drive and Dorie Miller Drive  
Applicant: Carle Hospital Foundation

 Subject Property



Exhibit C - Future Land Use



Case: 2479-S-23  
Subject: Preliminary & Final Plats for Hope Village Subdivision  
Location: North of Carver Drive and Dorie Miller Drive  
Applicant: Carle Hospital Foundation

 Subject Property



Exhibit D - Preliminary Plat

PRELIMINARY PLAT/GENERAL AREA PLAN  
HOPE VILLAGE

A PART OF THE SE 1/4 SECTION OF SECTION 6, T19N, R9E OF THE 3RD P.M.  
CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS

OWNER:  
CARLE HEALTH  
611 W. PARK STREET  
URBANA, IL 61801

DEVELOPER:  
CARLE HEALTH  
611 W. PARK STREET  
URBANA, IL 61801

ENGINEER / SURVEYOR:  
FEHR-GRAHAM ENGINEERING  
& ENVIRONMENTAL, LLC  
1610 BROADMOOR DR  
CHAMPAIGN, IL 61821

INDEX OF SHEETS

1. COVER SHEET  
2. PRELIMINARY PLAT

PRELIMINARY PLAT NOTES

1. SUBJECT TRACT SUBDIVIDED IS LOCATED IN THE CORPORATE LIMITS OF THE CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS.
2. THE PROPERTY SURVEYED LIES WHOLLY WITHIN ZONE "X", AN AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FLOOD INSURANCE RATE MAP COMMUNITY PANEL NUMBER 17019C0313D, DATED OCTOBER 2, 2013.
3. SUBJECT SITE LIES WITHIN THE SALINE BRANCH DRAINAGE DISTRICT.
4. NONE OF THE TRACT IS LOCATED WITHIN 500 FEET OF A SURFACE DRAIN OR WATER COURSE DRAINING OVER 640 ACRES.
5. STORM SEWERS, STORM WATER MANAGEMENT AND SANITARY SEWER SYSTEMS WILL BE DESIGNED IN ACCORDANCE WITH THE CURRENT CITY OF URBANA AND URBANA-CHAMPAIGN SANITARY DISTRICT STANDARDS.
6. THE SUBJECT TRACT ENCOMPASSES 11.774 ACRES MORE OR LESS.
7. ALL BEARINGS ARE REFERENCED TO THE ILLINOIS STATE PLANE COORDINATE SYSTEM, EAST ZONE - NORTH AMERICAN DATUM OF 1983, 1997 ADJUSTMENT [NAD 83(97)].
8. VERTICAL DATUM IS BASED ON NAVD88.
9. THE SUBDIVISION IS LOCATED WITHIN URBANA UNIT 116 SCHOOL DISTRICT.
10. EACH LOT WILL BE RESPONSIBLE FOR DESIGN OF ITS OWN STORM WATER DETENTION.
11. EXISTING TRACT 1 IS ZONED R-4 MEDIUM DENSITY MULTIPLE-FAMILY RESIDENTIAL. EXISTING TRACT 2 IS ZONED R-3 SINGLE FAMILY AND TWO FAMILY RESIDENTIAL DISTRICT.
12. LOT 101 IS SUBJECT TO A PLANNED UNIT DEVELOPMENT.

LEGAL DESCRIPTION

TRACT 1:  
BEGINNING AT AN IRON ROD SITUATED IN THE SOUTH ONE-HALF OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 9 EAST, OF THIRD PRINCIPAL MERIDIAN, CITY OF URBANA, CHAMPAIGN COUNT ILLINOIS, SAID IRON PIPE ALSO BEING A PART OF THE BOUNDARY MONUMENTS OF THE "CHURCH OF THE LIVING GOD" PLAT OF SURVEY, RECORDED AS DOCUMENT NO. 2011R22983, IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER, SAID PIPE ALSO BEING SITUATED AT THE SOUTHWEST CORNER OF PARK 74 INDUSTRIAL DEVELOPMENT NO. 2; THENCE NORTH 89°12'55" EAST, ALONG THE SOUTH LINE OF SAID SUBDIVISION, A DISTANCE OF 766.77 FEET TO A CHISELED CROSS SITUATED AT THE NORTHWEST CORNER OF THE REPLATS LOTS 1 AND 2 OF MELROSE OF URBANA; THENCE SOUTH 00°44'22" EAST, ALONG THE WEST LINE OF SAID REPLATS OF LOTS 1 AND 2, A DISTANCE OF 725.77 FEET TO AN IRON ROD BEARING A DAMAGED CAP SITUATED AT THE NORTHEAST CORNER OF CARVER PARK SUBDIVISION TO URBANA; THENCE SOUTH 89°26'00" WEST, ALONG THE NORTH LINE OF SAID SUBDIVISION, A DISTANCE OF 229.91 FEET TO AN IRON PIPE FOUND SITUATED AT THE NORTHEAST CORNER OF LOT 18 OF SAID SUBDIVISION; THEN NORTH 00°45'06" WEST, A DISTANCE OF 114.84 FEET TO AN IRON ROD BEARING A CAP STAMPED 2537 SAID ROD ALSO BEING SITUATED ON THE EASTERLY EXTENSION OF THE NORTH LINE OF LOT 48 OF SAID CARVER PARK SUBDIVISION; THENCE SOUTH 89°27'06" WEST, ALONG SAID EXTENSION, A DISTANCE OF 535.15 FEET TO A ROD BEARING A CAP STAMPED 2537 SITUATED ON THE EAST LINE OF THE BAPTIST MISSIONARY CHURCH PROPERTY; THENCE NORTH 00°41'20" W., ALONG SAID EAST LINE OF THE CHURCH PROPERTY, A DISTANCE OF 323.63 FEET TO AN IRON ROD BEARING A CAP STAMPED 1462; THENCE NORTH 01°08'16" WEST, A DISTANCE OF 218.22 FEET TO AN IRON ROD SITUATED AT THE SOUTHEAST CORNER OF "THE BISHOP CRAWFORD SUBDIVISION," AS SAID SUBDIVISION IS RECORDED AS DOCUMENT NO. 2013R27410, DATED 11/21/2013, IN THE OFFICE THE AFORESAID CHAMPAIGN COUNTY RECORDER; THENCE CONTINUING NORTH 01°08'16" WEST, A DISTANCE OF 66.00 FEET TO THE POINT OF BEGINNING, BEING SITUATED WITHIN THE LIMITS OF THE CITY OF URBANA, IN CHAMPAIGN COUNTY, ILLINOIS.

TRACT 2:  
THAT PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

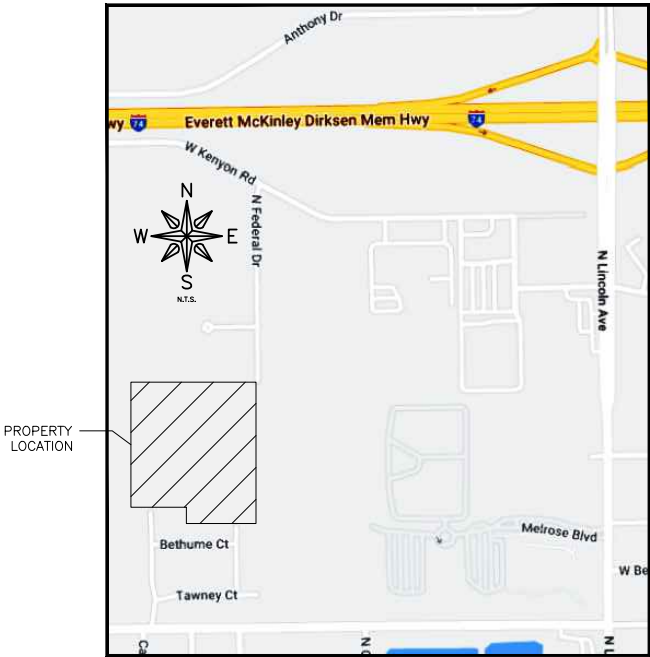
BEGINNING 55.00 FEET EAST OF THE NORTHWEST CORNER OF LOT 48 OF CARVER PARK ADDITION TO THE CITY OF CHAMPAIGN, ILLINOIS, AS POINT OF BEGINNING; THENCE EASTERLY PARALLEL WITH THE NORTH LINE OF LOTS 20, 19 AND 18 OF SAID SUBDIVISION, 165.00 FEET; THENCE SOUTHERLY PARALLEL TO THE EAST LINE OF THE AFORESAID LOT 48, 115.00 FEET TO THE NORTHEAST CORNER OF LOT 18 OF SAID SUBDIVISION; THENCE WESTERLY ALONG THE NORTH LINE OF LOTS 18, 19 AND 20 OF SAID SUBDIVISION, 165.00 FEET TO THE NORTHEAST CORNER OF LOT 21 OF SAID SUBDIVISION; THENCE NORTHERLY PARALLEL TO THE EAST LINE OF LOT 48 OF SAID SUBDIVISION, 115.00 FEET TO THE POINT OF BEGINNING, CHAMPAIGN COUNTY, ILLINOIS.



CHAD M. OSTERBUR  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3815  
CHAMPAIGN, ILLINOIS

LICENSE EXPIRES NOVEMBER 30, 2024.

DATE



LOCATION MAP

LEGEND

●	IRON PIN FOUND	◁	FLARED END SECTION
○	IRON PIN SET	●	BOLLARD
- - - -	RIGHT-OF-WAY LINE	⊗	VALVE WITH BOX
=====	BOUNDARY OF TRACT SURVEYED	⊠	BUILDING DOWN SPOUT
=====	PROPERTY LINE	⊠	ELECTRIC RISER PEDESTAL
- - - - -	EASEMENT	—UE—	UNDERGROUND ELECTRIC
- - - - -	SETBACK	—T—	UNDERGROUND TELEPHONE
- - - - -	CENTERLINE	—G—	GAS MAIN
- x - - - x -	FENCE	—< SAN —	SANITARY SEWER
~~~~~	CROP LINE	—<ST—	STORM SEWER
⊙	SANITARY MANHOLE	—W—	WATER PIPE
⊙	STORM MANHOLE	— 739 —	EXISTING CONTOUR
⊙	STORM INLET		(N 43°31'24" W 103.11') DIMENSION OF RECORD
○ c.o.	CLEANOUT		N 43°31'24" W 103.11' MEASURED DIMENSION
▨	CURB INLET		
⊠	TRANSFORMER		
⊠	SIGN		
⊙	FIRE HYDRANT		
⊙ x"	DECIDUOUS TREE W/ SIZE		

APPROVED BY: THE URBANA PLAN COMMISSION OF THE CITY OF URBANA, ILLINOIS.

DATE: \_\_\_\_\_CHAIRPERSON: \_\_\_\_\_

APPROVED BY: THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, IN ACCORDANCE WITH ORDINANCE NO. \_\_\_\_\_

DATE: \_\_\_\_\_BY \_\_\_\_\_, MAYOR

ATTEST: \_\_\_\_\_, CITY CLERK

OWNER:

CARLE HEALTH \_\_\_\_\_DATE: \_\_\_\_\_

PROJECT #23-826

SHEET 1 OF 2

**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL

ILLINOIS DESIGN FIRM NO. 184-003525  
1610 BROADMOOR DR, CHAMPAIGN, IL 61821  
(217)352-7688

ILLINOIS  
IOWA  
WISCONSIN

DATE OF PREPARATION: 9/21/23

© 2023 FEHR GRAHAM

DATE OF PREPARATION: 9/21/23

PROJECT #23-826

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ILLINOIS DESIGN FIRM NO. 184-003525  
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(217)352-7688

ILLINOIS  
IOWA  
WISCONSIN



FINAL PLAT  
HOPE VILLAGE

A PART OF THE SE 1/4 SECTION OF SECTION 6, T19N, R9E OF THE 3RD P.M.  
CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS

FOR RECORDER'S USE

OWNER:  
CARLE HEALTH  
611 W. PARK STREET  
URBANA, IL 61801

DEVELOPER:  
CARLE HEALTH  
611 W. PARK STREET  
URBANA, IL 61801

ENGINEER / SURVEYOR:  
FEHR-GRAHAM ENGINEERING  
& ENVIRONMENTAL, LLC  
1610 BROADMOOR DR  
CHAMPAIGN, IL 61821

INDEX OF SHEETS

1. COVER SHEET  
2. FINAL PLAT

FINAL PLAT NOTES

1. THE PROPERTY SUBDIVIDED IS LOCATED IN THE CORPORATE LIMITS OF THE CITY OF URBANA, CHAMPAIGN COUNTY, ILLINOIS.
2. NO PART OF THE PROPERTY COVERED BY THIS PLAT IS IN THE SPECIAL FLOOD HAZARD AREAS AS IDENTIFIED BY FEMA.
3. SUBJECT SITE LIES WITHIN THE SALINE BRANCH DRAINAGE DISTRICT.
4. NONE OF THE TRACT IS LOCATED WITHIN 500 FEET OF A SURFACE DRAIN OR WATER COURSE DRAINING OVER 640 ACRES.
5. STORM SEWERS, STORM WATER MANAGEMENT AND SANITARY SEWER SYSTEMS WILL BE DESIGNED IN ACCORDANCE WITH THE CURRENT CITY OF URBANA AND URBANA-CHAMPAIGN SANITARY DISTRICT STANDARDS.
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11. LOT 101 IS SUBJECT TO A PLANNED UNIT DEVELOPMENT.

RECORDING AGENT DESIGNATION

I, CHAD M. OSTERBUR, ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3815, IN ACCORDANCE WITH PAB-0705 (THE PLAT ACT) DO HEREBY DESIGNATE THE CITY OF URBANA AS THE AGENT WHO MAY RECORD THE HOPE VILLAGE SUBDIVISION, CHAMPAIGN COUNTY, ILLINOIS, A TRUE OF COPY OF WHICH HAS BEEN RETAINED BY ME TO ASSURE NO CHANGES HAVE BEEN MADE TO SAID PLAT.

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS )  
COUNTY OF CHAMPAIGN ) S.S.

I, CHAD M. OSTERBUR, ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3815, DO HEREBY STATE THAT AT THE REQUEST OF CARLE HEALTH, OWNER, I HAVE PROVIDED THIS PROFESSIONAL SERVICE, AND THAT SAID SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE FOR BOUNDARY SURVEYS. EXCEPT AS NOTED, I FURTHER STATE, THAT THE FIELD WORK, COMPLETED ON \_\_\_\_\_ AND THE ATTACHED PLAT OF SURVEY WERE MADE UNDER MY DIRECT SUPERVISION AND THAT THE DIMENSIONS AND SURVEY MONUMENTS SHOWN ON THE PLAT CORRECTLY REPRESENT CONDITIONS FOUND IN THE FIELD.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.



CHAD M. OSTERBUR  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3815  
CHAMPAIGN, ILLINOIS

LICENSE EXPIRES NOVEMBER 30, 2024.

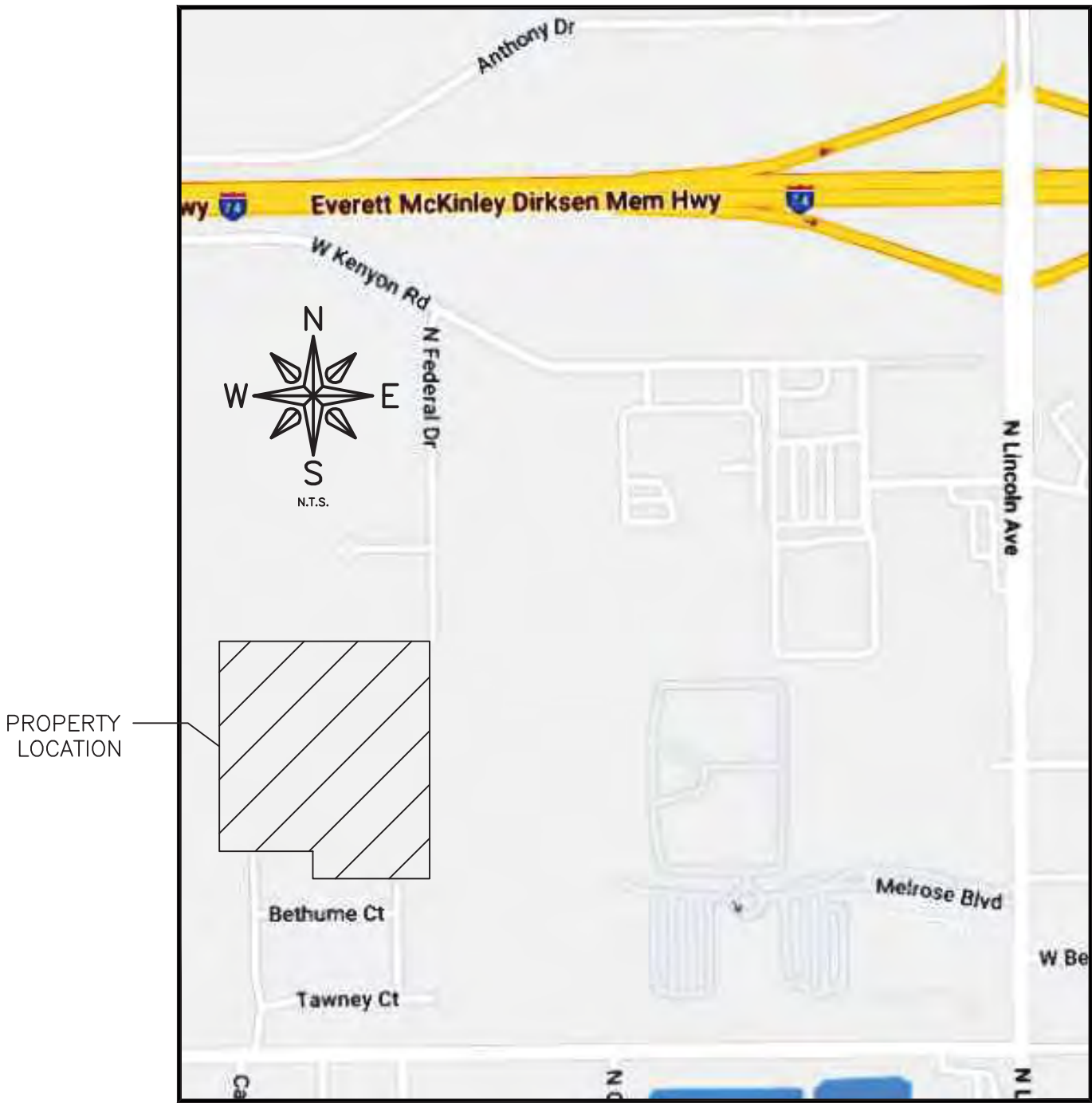
DATE

LEGAL DESCRIPTION

TRACT 1:  
BEGINNING AT AN IRON ROD SITUATED IN THE SOUTH ONE-HALF OF SECTION 6, TOWNSHIP 19 NORTH, RANGE 9 EAST, OF THIRD PRINCIPAL MERIDIAN, CITY OF URBANA, CHAMPAIGN COUNT ILLINOIS, SAID IRON PIPE ALSO BEING A PART OF THE BOUNDARY MONUMENTS OF THE "CHURCH OF THE LIVING GOD" PLAT OF SURVEY, RECORDED AS DOCUMENT NO. 2011R22983, IN THE OFFICE OF THE CHAMPAIGN COUNTY RECORDER, SAID PIPE ALSO BEING SITUATED AT THE SOUTHWEST CORNER OF PARK 74 INDUSTRIAL DEVELOPMENT NO. 2; THENCE NORTH 89°12'55" EAST, ALONG THE SOUTH LINE OF SAID SUBDIVISION, A DISTANCE OF 766.77 FEET TO A CHISELED CROSS SITUATED AT THE NORTHWEST CORNER OF THE REPLATS LOTS 1 AND 2 OF MELROSE OF URBANA; THENCE SOUTH 00°44'22" EAST, ALONG THE WEST LINE OF SAID REPLATS OF LOTS 1 AND 2, A DISTANCE OF 725.77 FEET TO AN IRON ROD BEARING A DAMAGED CAP SITUATED AT THE NORTHEAST CORNER OF CARVER PARK SUBDIVISION TO URBANA; THENCE SOUTH 89°26'00" WEST, ALONG THE NORTH LINE OF SAID SUBDIVISION, A DISTANCE OF 229.91 FEET TO AN IRON PIPE FOUND SITUATED AT THE NORTHEAST CORNER OF LOT 18 OF SAID SUBDIVISION; THEN NORTH 00°45'06" WEST, A DISTANCE OF 114.84 FEET TO AN IRON ROD BEARING A CAP STAMPED 2537 SAID ROD ALSO BEING SITUATED ON THE EASTERLY EXTENSION OF THE NORTH LINE OF LOT 48 OF SAID CARVER PARK SUBDIVISION; THENCE SOUTH 89°27'06" WEST, ALONG SAID EXTENSION, A DISTANCE OF 535.15 FEET TO A ROD BEARING A CAP STAMPED 2537 SITUATED ON THE EAST LINE OF THE BAPTIST MISSIONARY CHURCH PROPERTY; THENCE NORTH 00°41'20" W., ALONG SAID EAST LINE OF THE CHURCH PROPERTY, A DISTANCE OF 323.63 FEET TO AN IRON ROD BEARING A CAP STAMPED 1462; THENCE NORTH 01°08'16" WEST, A DISTANCE OF 218.22 FEET TO AN IRON ROD SITUATED AT THE SOUTHEAST CORNER OF "THE BISHOP CRAWFORD SUBDIVISION," AS SAID SUBDIVISION IS RECORDED AS DOCUMENT NO. 2013R27410, DATED 11/21/2013, IN THE OFFICE THE AFORESAID CHAMPAIGN COUNTY RECORDER; THENCE CONTINUING NORTH 01°08'16" WEST, A DISTANCE OF 66.00 FEET TO THE POINT OF BEGINNING, BEING SITUATED WITHIN THE LIMITS OF THE CITY OF URBANA, IN CHAMPAIGN COUNTY, ILLINOIS.

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BEGINNING 55.00 FEET EAST OF THE NORTHWEST CORNER OF LOT 48 OF CARVER PARK ADDITION TO THE CITY OF CHAMPAIGN, ILLINOIS, AS POINT OF BEGINNING; THENCE EASTERLY PARALLEL WITH THE NORTH LINE OF LOTS 20, 19 AND 18 OF SAID SUBDIVISION, 165.00 FEET; THENCE SOUTHERLY PARALLEL TO THE EAST LINE OF THE AFORESAID LOT 48, 115.00 FEET TO THE NORTHEAST CORNER OF LOT 18 OF SAID SUBDIVISION; THENCE WESTERLY ALONG THE NORTH LINE OF LOTS 18, 19 AND 20 OF SAID SUBDIVISION, 165.00 FEET TO THE NORTHEAST CORNER OF LOT 21 OF SAID SUBDIVISION; THENCE NORTHERLY PARALLEL TO THE EAST LINE OF LOT 48 OF SAID SUBDIVISION, 115.00 FEET TO THE POINT OF BEGINNING, CHAMPAIGN COUNTY, ILLINOIS.



LOCATION MAP

ENGINEER'S DRAINAGE CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE DRAINAGE OF SURFACE WATERS OF THIS PLAT WILL NOT BE CHANGED BY THE CONSTRUCTION OF THE IMPROVEMENTS OF THIS SUBDIVISION OR ANY PART THEREOF OR THAT IF SUCH SURFACE WATER DRAINAGE WILL BE CHANGED, REASONABLE PROVISIONS HAVE BEEN MADE FOR THE COLLECTION AND DIVERSION OF SUCH SURFACE WATERS INTO PUBLIC AREAS OR DRAINS WHICH THE SUBDIVIDER HAS A RIGHT TO USE AND THAT SUCH SURFACE WATERS WILL BE PLANNED FOR IN ACCORDANCE WITH GENERALLY ACCEPTED ENGINEERING PRACTICES SO AS TO REDUCE THE LIKELIHOOD OF DAMAGE TO THE ADJOINING PROPERTY BECAUSE OF THE CONSTRUCTION OF THE SUBDIVISION.



CHAD M. OSTERBUR  
ILLINOIS LICENSED PROFESSIONAL  
ENGINEER #059195  
LICENSE EXPIRES 11/30/23

APPROVED BY: THE URBANA PLAN COMMISSION OF THE CITY OF URBANA, ILLINOIS.

DATE: \_\_\_\_\_CHAIRPERSON: \_\_\_\_\_

APPROVED BY: THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, IN ACCORDANCE WITH

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

DATE: \_\_\_\_\_BY \_\_\_\_\_, MAYOR

ATTEST: \_\_\_\_\_, CITY CLERK

OWNER:

CARLE HEALTH

DATE:

PROJECT #23-826

SHEET 1 OF 2

**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL  
ILLINOIS DESIGN FIRM NO. 184-003525  
1610 BROADMOOR DR, CHAMPAIGN, IL 61821  
(217)352-7688

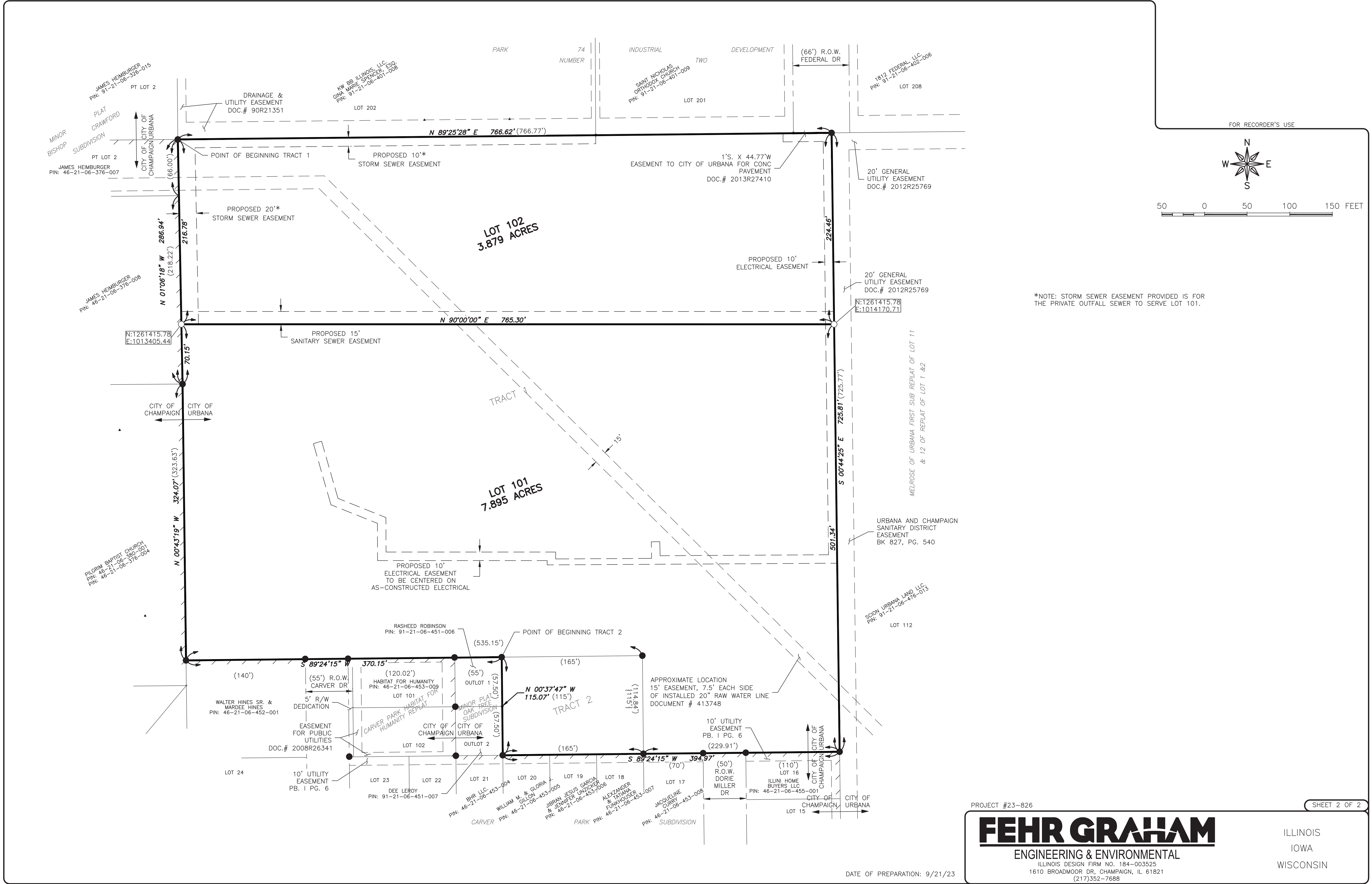
ILLINOIS

IOWA

WISCONSIN



Exhibit E - Final Plat





## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

m e m o r a n d u m

**TO:** The Urbana Plan Commission  
**FROM:** Marcus Ricci, AICP, Planner II  
**DATE:** November 9, 2023  
**SUBJECT:** Update to the Plan Commission's Official Bylaws.

---

### Introduction

Staff proposes changes to the Plan Commission bylaws to reduce the number of meetings to one per month. This meeting would be the first Thursday of the month, start at 7:00 p.m., and rely on the Zoning Ordinance for cancellation procedures. Attached is a complete revised draft of the Commission's bylaws and below is a summary with explanation of the proposed changes.

Changes to the existing bylaws are shown as underlines and ~~strikeouts~~.

### Proposed Revisions

#### Article IV. Meetings

1. Regular meetings shall be held on the first Thursdays ~~following the first and third Mondays~~ of each month at 7:00 p.m. in the Urbana City Council Chambers, 400 S. Vine Street, Urbana, Illinois, or at an alternative location announced at a prior regular meeting of the Commission.

If a regular meeting date is a City recognized holiday, the Commission will not meet on that date. In such a case, the Chairperson may designate an alternative meeting date, provided that public notice is given in accordance with the requirements of the Urbana Zoning Ordinance (Section XI-2.B, Section XI-10) and the Open Meetings Act.

### Explanation for Proposed Revision

The proposed reduction in the number of meetings would have four main benefits. It would: increase the efficiency of Planning staff; reduce the unnecessary time commitment of Commission members and Planning staff; focus City Council attention; and create a more intuitive schedule for residents and applicants.

Regarding number of meetings: Typically, one meeting per month is cancelled (see tally on next page). The proposed schedule is generally what we have been following. The applicant would apply one month prior to the Plan Commission meeting occurring on the first Thursday and anticipated to proceed to Committee of the Whole and Council at the end of the same month.

### **Plan Commission Meeting Record (Oct. 2021 – Oct. 2023)**

Held as Scheduled	18
Cancelled – Lack of Agenda Items	27
Cancelled – Lack of Quorum	3
Cancelled – Inclement Weather	1

*(Total Scheduled Meetings = 49)*

Regarding City Council attention: Focusing all Plan Commission cases to one meeting per month will result in all Planning cases being forwarded to one of City Council’s monthly meetings, rather than them being divided between both Council meetings. This will require that Council only have to maintain a “planning mindset” at one of their meetings, allowing them to focus on other issues at their other monthly meeting.

While seemingly a minor change, reducing the number of monthly meetings would improve Planning staff efficiency, be more respectful of volunteer and staff time, focus City Council attention, and lead to Planning staff being in the office more.

### **Recommendation**

City staff recommends that the Plan Commission adopt the attached revised bylaws at its next meeting. Per Article IX of the existing bylaws, the bylaws may be amended by an affirmative majority vote at the meeting following the presentation of the proposed changes.

Attachments: Draft Update to the Plan Commission’s Official Bylaws



**CITY OF URBANA**  
**PLAN COMMISSION BYLAWS**  
**(PROPOSED 11-9-2023)**

**Article I. Purpose**

It is the purpose of these bylaws to establish a guide for the operation of the Urbana Plan Commission. These bylaws are supplemental to the provisions of Section XI-2 of the Zoning Ordinance, which states the Plan Commission shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of the Urbana Zoning Ordinance.

**Article II. Powers and Duties**

The Urbana Plan Commission shall have the powers and duties outlined in Section XI-2 of the Urbana Zoning Ordinance.

**Article III. Membership, Officers and Their Duties**

1. The membership, officers, their terms and responsibilities are governed by Chapter 18, Article II, Section 18-17 of the Urbana Code of Ordinances.
2. When the Chairperson is absent, the Commission shall select an Acting Chairperson from among the members present.
3. When a member of the Urbana Plan Commission has missed three consecutive regularly scheduled meetings without notifying the Secretary or Chairperson at least 24 hours in advance, the Chairperson will request staff to prepare a letter notifying the Mayor of the individual member's absence. The Mayor may then request the individual to resign. If the Mayor receives no response from the member prior to the meeting time of the next regularly scheduled meeting, the Mayor may remove the member for cause.
4. A member of the Commission who notifies the Chairperson or Secretary of the Commission of his or her absence as outlined above, shall be listed as "Excused" in the minutes of that meeting.
5. The City Planner, or his/her representative, shall serve as Secretary to the Plan Commission in accordance with the Urbana Zoning Ordinance (Section XI-2.B.8).

**Article IV. Meetings**

1. Regular meetings shall be held on ~~the first Thursdays following the first and third Mondays~~ of each month at 7:00 p.m. in the Urbana City Council Chambers, 400 S. Vine Street, Urbana, Illinois, or at an alternative location announced at a prior regular meeting of the Commission.

If a regular meeting date is a City recognized holiday, the Commission will not meet on that

date. In such a case, the Chairperson may designate an alternative meeting date, provided that public notice is given in accordance with the requirements of the Urbana Zoning Ordinance (Section XI-2.B, Section XI-10) and the Open Meetings Act.

2. Regular meetings may be cancelled, postponed, continued or closed by the Chairperson, with notification given to all members). Whenever a meeting is continued, the secretary shall enter the notice of continuance in the records of the Plan Commission.
3. Special meetings may be called by the Chairperson at his or her discretion, or upon the request of two (2) or more members, provided that public notice is given in accordance with the requirements of the Urbana Zoning Ordinance (Section XI-2.B, Section XI-10) and the Open Meetings Act.
4. All meetings shall be open to the public, except for those meetings which may be closed in compliance with the Open Meetings Act.
5. Public hearings may be held by less than a quorum of the Commission, however, such public hearings shall be continued until a quorum is present. No case shall be decided without a quorum present. When a vote is taken, a member of the Commission may vote on a matter for which he/she was not present to hear all evidence.
6. Members may attend meetings by video or telephone conference in accordance with Illinois Statute 5 ILCS120/7(c) which states in part:

If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of the following:

- (1) personal illness or disability;
- (2) employment purposes or the business of the public body; or
- (3) a family or other emergency.

If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary before the meeting, unless advance notice is impractical.

A member attending a meeting by video or telephone where a quorum of the members of the public body is physically present, may cast votes.

7. The Secretary of the Plan Commission shall be responsible for proper notification of a public hearing as required in Section XI-10 of the Urbana Zoning Ordinance, and notification of all meetings must be in compliance with the Open Meetings Act.
8. The Plan Commission shall review the Plan Commission by-laws at least once annually at a regular meeting the Chairperson designates.

## **Article V. Order of Business**

1. All meetings of the Commission shall proceed as follows unless a majority of the Plan Commission members present vote to alter the order of business. Changes to the agenda that include new business items shall not be added unless properly noticed per the Open Meetings Act:
  - A. Call to Order, Roll Call, Selection of Acting Chair and Declaration of Quorum.
  - B. Changes to the Agenda
  - C. Approval of Minutes of Previous Meeting(s).
  - D. Communications
  - E. Continued Public Hearings
  - F. Old Business
  - G. New Public Hearings
  - H. New Business
  - I. Audience Participation
  - J. Staff Report
  - K. Study Session
  - L. Adjournment of Meeting
2. Continuance may be granted to a specific time and date, at the discretion of the Commission, for good cause shown, at the request of staff or any interested party who has entered his/her appearance as follows:
  - A. New cases appearing for the first time on the agenda.
  - B. Continued Cases: All cases which have previously appeared on the agenda of the Commission constitute continued cases. A request for the further continuance of a case will be considered upon application by the petitioner or the petitioner's representative at the time the case is called, and upon showing:
    - 1) That the petitioner has given reasonable notice in writing to all persons who have filed an appearance in the matter; and
    - 2) That the petitioner will be unable to proceed with his evidence at this hearing.
  - C. Continuance may be granted to a specific time and date, at the discretion of the

Chairperson, for good cause shown, upon any case before the Commission, if such request is made by staff or petitioner in advance of the meeting. If continuance of a case in advance of the hearing is determined by the Chairperson to make the meeting unnecessary and if no other cases are on the agenda, the Chairperson may cancel the meeting. Staff may then notify all interested parties of the cancellation. If the meeting is cancelled after public notice of any case has been given, the staff shall appear at the designated meeting location at the scheduled time of the meeting to announce the continuance.

3. Failure of a petitioner to appear:

- A. The Chairperson may entertain a motion to continue the case to the next regularly scheduled meeting or dismiss the case for failure of the petitioner to appear. If the motion to dismiss carries, the case shall be dismissed.
- B. In cases which are continued or dismissed for failure of the petitioner to appear, the Secretary of the Commission will furnish the petitioner written notice of said action.
- C. The petitioner shall have seven (7) days from the date of the notice of a dismissal to apply for reinstatement of the case. In such cases, the petitioner must file a written request with the Secretary for reinstatement. Reinstatement shall be at the discretion of the Chairperson for good cause shown, and upon payment of the appropriate fee by the petitioner.
- D. In all cases reinstated in the above described manner, the case will be docketed and re-advertised in the usual manner prescribed for new cases.

- 4. No matter requiring a vote will be placed upon the regular meeting agenda unless the Secretary or his/her designee receives it at least (20) days prior to the regular meeting or unless the Secretary or his/her designee determine sufficient information has been submitted and there is good cause justifying the matter being placed on the agenda in less than twenty (20) days. Items may be added to the agenda at a regular meeting upon the unanimous vote of the members of the Commission who are present and voting. Any cases, however, which are subject to public notice published in a newspaper or other notice requirements of the Urbana Zoning Ordinance are subject to the requirements of the Ordinance rather than this section.
- 5. Any person addressing the Plan Commission during "Audience Participation" shall be allowed five (5) minutes to speak.

It shall be the prerogative of the Chairperson to extend the five (5) minute time limit or if the Chairperson does not enforce or extend the time limit, the extension shall be decided without debate by a motion approved by the majority vote of the members of the Commission present. In the interest of ensuring public input in the case of limited time, the Chairperson shall also have the authority to reduce the time limit to three (3) minutes or a shorter time agreed upon by the members of the Commission and may limit input to topics germane to those described on the agenda.

No member of the Commission is obligated to respond to any public input provided.

## **Article VI. Procedure for Hearings**

1. The Plan Commission shall use the following procedure for Public Hearings.
  - A. The Chairperson shall declare the public hearing open. He/she shall state the case number and nature of the request. The Chairperson shall then outline the procedure to be followed, stating when the petitioner may present evidence, when the objectors may present evidence, and the procedure for cross-examination. In addition, the Chairperson shall state the Plan Commission's authority regarding the case and whether or not the Commission has final authority on the matter.
  - B. Staff presents summary of the case.
  - C. The petitioner or his/her representative may make a statement outlining the nature of his/her request prior to introducing evidence.
  - D. The petitioner shall present evidence.
  - E. Other Proponents of the request may be heard.
  - F. Opponents of the request shall present evidence. Opponents may include persons not in favor of the petition as proposed, as determined by the Chairperson. Opponents may ask relevant questions of the petitioner by submitting questions to the Plan Commission, either in writing or during oral testimony. The Chairperson may direct the petitioner to answer such questions during rebuttal. If the petitioner is unable or unwilling to respond to the relevant questions, the chairperson shall direct the Recording Secretary to take note of such in the minutes of the Plan Commission.
  - G. Others may be heard.
  - H. Additional comments by City Planner or City staff may be allowed for clarification or in response to new evidence.
  - I. The petitioner may rebut but not introduce new evidence.
  - J. The opponents may rebut but not introduce new evidence.
  - K. The petitioner may present a summary of his/her petition.
  - L. The Chairperson shall close the public input portion of the hearing before the Commission deliberates.
2. Principles for Public Hearing Procedures
  - A. During the public input portion of the hearing, Commissioners may direct questions to staff, petitioner, or the public to clarify evidence presented in the hearing.
  - B. The Commission shall not be bound by strict rules of evidence.



- C. A petitioner or opponent, or their agent or attorney may submit a list of persons favoring or opposing the application. Such a list will be accepted as an exhibit if it contains a brief statement of the position of the persons favoring or opposing the request together with the signatures and addresses of the persons subscribing to

such statement. Said list shall be admissible as evidence if it is received by the Secretary prior to or during the public hearing on the request.

- D. The Chairperson may require advance registration of persons wishing address a particular case and may set time limits. Advance registration may be by means of speaker cards to be submitted prior to or at the public hearing.
- E. The Chairperson shall rule on all questions relating to the admissibility of evidence. The Chairperson's determination may, however, be overruled by a majority vote of the Commissioners present.
- F. The petitioners and opponents should present all evidence they wish to submit during the public input phase of the hearing. Written material from the petitioner or opponents will be accepted by the Secretary for distribution to the Commission until the close of the public input part of the hearing.
- G. The Chairperson shall close the public hearing only after the Plan Commission has taken action on the case. The public input portion of the hearing may be reopened at the same meeting prior to the Commission's action at the discretion of the Chairperson or on a motion approved by the majority of the Commissioners present and voting.

## **Article VII. Determinations**

1. The Commission shall conduct its votes in public session.
2. All determinations of the Commission shall be made at a public meeting by motion made and seconded. The Chairperson shall then call for discussion on the motion. After discussion, the Chairperson shall call for the roll call vote, polled by the Secretary or his/her designee. The roll call for votes shall be alternated at each meeting so that the first name called at one meeting will be the last name called at the next meeting. Any Commissioner may comment on his/her vote for incorporation into the minutes.
3. Unless the motion explicitly includes additional findings, the staff report constitutes the findings of the Commission. If conditions are imposed in the recommendation for a special use or development waiver, such conditions shall be explicitly included in the motion.
4. No matter shall be considered approved by the Commission except upon affirmative vote by a majority of the members of the Commission present.
5. An abstention vote shall be recorded as "abstained" and shall not be counted as either an "aye" or "nay". The Chairperson shall not rule that the abstention vote be recorded with the majority or minority.

6. The Secretary shall notify the petitioner of the Commission's determination in writing through the U.S. Mail.

#### **Article VIII. Records**

1. A file of materials and determinations relating to each case shall be kept by the Secretary as part of the records of the Commission. Said records shall be kept at the office of the Commission as designated in Article X of these by-laws.
2. The Secretary or his/her designee shall prepare minutes of every regular or special meeting. The Plan Commission minutes shall be kept as part of the official records of the Plan Commission and approved by an affirmative vote of the majority of the members of the Plan Commission present.
3. All records of the Commission shall be public records subject to release in accordance with the process outlined by the Freedom of Information Act.

#### **Article IX. Amendment of Rules**

1. These rules may be amended by an affirmative vote of the majority of the members of the Commission present. The proposed amendment must be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.
2. These rules may be suspended for due cause upon the affirmative vote of a simple majority of the Commissioners present.

#### **Article X. General Provisions**

1. Any member of the Plan Commission who has a conflict of interest in a matter before the Commission shall not participate in the discussion or vote thereon. Conflicts of interest may arise from various scenarios including, but not limited to, financial, ownership or property interests, conflicts with employment or appointments, or conflicts with a publicly stated opinion on a pending application.
2. If it is determined that a Plan Commissioner has a conflict of interest, they must state so and remove themselves from the discussion and from the table while the matter is resolved. Such action shall not affect the quorum established to conduct the meeting. The Plan Commissioner's recusal will be considered an abstention and shall not be counted as either an aye or a nay vote. Further, the abstaining member shall not be counted in determining the total number of votes required for approval of a matter before the commission, any statute, ordinance or rule of parliamentary procedure to the contrary notwithstanding. (See Bylaw VII-4).
3. A Commissioner that has publicly stated a position in the press, in a public forum or on a public petition in regards to a case prior to that case being voted on by the Commission shall be deemed a conflict of interest. In this event, the Commissioner shall indicate a conflict of interest as described in Article X.1 above and shall recuse themselves from participating in that case.

4. The Chairperson, after consulting with the City Planner and the City Attorney, shall determine if a by-law rule has been violated for the purposes of determining a conflict of interest. The determination of the Chairperson is subject to being over-ruled by the Commission.
5. The City Attorney shall be consulted in cases where there are questions regarding powers of the Commission.
6. The office of the Commission shall be located in the office of the Urbana City Planner.
7. *Robert's Rules of Order* shall be the official rules of the Commission except when they conflict with the officially adopted by-laws, in which case, the by-laws shall govern.
8. Commissioners shall not communicate with other commissioners outside of Plan Commission meetings for the purpose of influencing such commissioners to adopt a position on a matter then pending, or reasonably expected to come before the Commission.