

**URBANA CITY COUNCIL  
REGULAR SESSION MEETING AGENDA  
TUESDAY, OCTOBER 6, 2020, 6:00 P.M.  
(The UCC Regular Session Meeting will be held in Training Room in the Municipal Building)**

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### **Call to Order**

### **Roll Call**

### **Pledge of Allegiance**

### **Approval of Minutes**

Urbana City Council Regular Session Meeting Minutes of September 15, 2020

### **Communications**

1. Board of Zoning Appeals Meeting Minutes of March 9, 2020, and May 11, 2020. (See attached)
2. Design Review Board Meeting Minutes of June 22, 2020. (See attached)
3. Planning Commission Meeting Minutes of July 27, 2020. (See attached)
4. Press Release from AGE. (See attached)
5. Park Board Meeting Minutes of August 18, 2020. (See attached)

### **Board of Control**

1. The Board of Control recommends Council authorize a purchase order to Restroom Direct in the amount of \$52,124.50 for hands free fixtures for restrooms located within city buildings/facilities. This purchase is a necessary expenditure incurred due to the

public health emergency with respect to the Coronavirus Disease 2019. This expense will be charged to the Coronavirus Relief Fund. **VOTE: 2-0**

2. The Board of Control recommends that Council authorize a purchase order to Sutphen Corporation in the amount of \$577,776.06 for the purchase of a Sutphen Heavy Duty Pumper. This amount reflects a 2% discount for payment within thirty days of contract signing. This will be charged to the Capital Improvement - Police & Fire Tax Levy and is in the 2020 budget (see attached). **VOTE: 2-0**

## **Citizen Comments**

## **Ordinances and Resolutions**

### **First Reading**

#### **Resolution No. 2590-20**

A Resolution to formally establish the Greenwood Arboretum at Oak Dale Cemetery in memory of Karen Kerns Dresser and to pursue accreditation of this newly established arboretum. (May be passed on 1<sup>st</sup> reading)

#### **Ordinance No. 4526-20**

An Ordinance to amend the City of Urbana's Official Zoning Map by Rezoning approximately 4 acres +/- at the intersection of North main Street and Gwynne Street currently zoned BR-1 Business Residential District to B-2 General Business District. (Requires 3 readings and Public Hearing)

#### **Ordinance No. 4527-20**

An Ordinance to approve and adopt the Champaign County Comprehensive Plan 2020 Update as an official planning guide of the City of Urbana. (Requires 3 readings)

### **Second Reading**

### **Third Reading**

## **Miscellaneous Business**

Solid Waste Collection

## **Adjourn**

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**URBANA CITY COUNCIL  
REGULAR SESSION MEETING  
TUESDAY, SEPTEMBER 15, 2020**

President Hess called the City of Urbana Regular Session Meeting to order at 6:10 p.m. City staff attending: Director of Administration Kerry Brugger, Mayor Bill Bean, and Director of Finance Chris Boettcher, Community Development Manager Doug Crabill, City Engineer Tyler Bumbalough, and Water Superintendent Joe Sampson.

**PRESIDENT CALLED ROLL:** Mr. Fields, present; Mr. Hoffman, present; Mr. Paul, present; Mr. Scott, present; Mr. Thackery, present; Mrs. Collier, present; and Mr. Ebert, present.

**MINUTES**

Mr. Scott moved to put the minutes on the floor for discussion and possible passage. Mr. Thackery seconded. Voice vote on approval: all ayes; nays, none.

Motion passed 6-0.

**COMMUNICATIONS**

**ADMINISTRATIVE REPORTS - BOARD OF CONTROL**

**1. Environmental Engineering Service - \$63,270.00 (Water Fund)**

This purchase order would be for engineering services for a water meter replacement project changing from touch read to automated meter reading (AMR)

Mr. Paul asked how long would this project take from start to finish. Mr. Sampson replied 6 months. Mr. Paul also asked if there were recommendations from others. Mr. Sampson stated yes, a lot. President Hess inquired if they would be replacing the meters in the house. Mr. Sampson stated that it depended on who received the bid as to where the meters would be located. President Hess also asked how many water pits are still in town and Mr. Sampson advised approximately 200. Mr. Fields asked if the meters are battery operated. Mr. Sampson responded yes. Mr. Hoffman stated that he felt this was a good project for the City. Mr. Paul said that he wanted Council to understand that this is step one and if it passed, the City would be moving forward with this project.

Mr. Thackery moved to put this item on the floor for discussion and possible passage. Mr. Ebert seconded.

Voice vote on approval: all ayes, nays none.

Motion passed 7-0.

**2. LJB Inc. - \$234,952.00 – Stage 1 for preliminary engineering services  
(Stormwater Operating)**

This contract references the South High Street Improvements Project. Tasks 2.3.C and 2.7.B or \$15,504.00 of these preliminary engineering costs will be charged to Stormwater Operating with the balance of \$219,448.00 of these costs being charged to the General Fund – Miscellaneous Non- Departmental.

Mr. Bumbalough stated this was a great project for the City. He stated the City acquired 3.1 million in grant money and also stated there would be another grant application for the stormwater construction in 2023. He also advised that this would be part 1 of this cost. He said this was a larger undertaking for the City, in that a total of the project would be in the amount of \$6.5 million dollars by the time it's said and done. Mr. Scott reaffirmed that this was the preliminary phase in the amount of \$500,000.00, and Mr. Bumbalough added that the construction costs would be estimated in the amount of \$5 million. Mr. Thackery asked if the University once was a part of this. Mr. Brugger stated that they were on a party of support, noting financial. Mrs. Collier asked why this wasn't in the budget. Ms. Boettcher explained that it wasn't in Capital Improvement, for it would have depleted the paving budget. She also stated that in moving forward, this would be to be looked at carefully and decide where to fund the project. Mr. Bumbalough stated that this project could possibly draw in another university. He added that \$5 million is for the construction costs and that the grant monies will go toward it as well as a loan for water and sewer. Mr. Paul asked if there were projects that were not going to be done this year so that this one could be started? He also asked if this wasn't passed tonight would it mess up the time line. Mr. Bumbalough stated that although time is cramped, Christmas would be the deadline. He added that there are 12 months to get the environment done, and then comes the right of way. Mr. Hoffman stated that obviously, the project was more enticing when the university was there. Further he sated that he thinks this is a necessary project for the City. He added that we are getting a lot of bank for our buck. He added that Council should be prepared to take this all of the way and that he was for this project. Mayor Bean stated that the City has been looking at this project for over 5 years. Further he stated that he like it because of what it is going to do for that part of town. He also said that something is going to have to happen to the university property and that street needs the infrastructure. He added that the longer the City waits, the more expensive it will be. He added that he was all for it and the City has the funds to start it. President Hess asked how will the City pay back the \$2 million. Ms.

Boettcher stated that with OWDA loans, and the water sewer revenue, it could be spread out over multiple budget years. She added that it would take a piece of the pie each year, and also the local portion would be coming out of the next 4 years. President Hess asked Ms. Boettcher how much was in the Stormwater fund. Ms. Boettcher stated that \$90,000.00 was in the Stormwater Operation, and that the Stormwater Capital has approximately \$200,000.00 to \$250,000.00 for which the current revenue is placed there. Mr. Paul stated that he was not uncomfortable with the project, he just wanted to understand the numbers. He added that the City would be jumping in with both feet if this was to be passed.

Mr. Thackery moved to put this item on the floor for discussion and possible passage. Mr. Collier seconded.

President Hess called for a roll call for passage: Mr. Hoffman, yes; Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mr. Ebert, yes; and Mr. Fields, yes.

Motion passed 7-0.

## **CITIZEN COMMENTS**

### **Ordinances and Resolutions**

#### **First Reading –**

##### **Resolution No. 2589-20**

A Resolution authorizing the Director of Administration and the Director of Finance of the City of Urbana, to apply, accept and enter into a cooperative agreement for construction of the Water Meter Replacement Project between the City of Urbana and the Ohio Water Development Authority, and declaring an emergency.

Mr. Sampson stated that construction should begin by February.

Mr. Thackery moved to put this Resolution on the floor for further discussion and possible passage. Mr. Ebert seconded.

President Hess called for a roll call for passage: Mr. Paul, yes; Mr. Scott, yes; Mr. Thackery, yes; Mrs. Collier, yes; Mr. Ebert, yes; Mr. Fields, yes; and Mr. Hoffman, yes.

Resolution passed 7-0.

#### **Second Reading –**

None

**Third Reading –**

None

**MISCELLANEOUS BUSINESS/WORK SESSION**

Mr. Scott spoke about the crew that did the ditch work by the oil place on SR 29. He wondered why if it was in the right of way, why didn't the shopping center pay for it. He added that the City requires citizens to fix their curb and gutters, and why not this. Mr. Brugger stated that this was all part of the stormwater project, to keep water where it should be. He added that the City doesn't require these people to fix this.

Mr. Brugger stated that a lot of paving has been going on in the City, such as across the street in the parking lot. He added that the regarding the construction on Scioto St., a couple of water main breaks occurred. He stated that this shows how fragile the old system really is. He also stated that the final mosquito spray would be next week.

Mayor Bean thanked Council for passing the expenditure for South High Street. He added that this is the further of Urbana. He also advised that Thursday, at 1:30 p.m., at the Community Room at the County Building, they would be celebrating Constitution Day, and there is a very nice ceremony presented and invited everyone to attend.

President Hess advised that a citizen told him that he was not allowed to cut down brush that was on his property on Boyce St. He stated that this citizen told him that Mr. Bumbalough advised him that he could not. Mr. Bumbalough advised that he never said that, and President Hess said that he would inform the citizen that he was able to cut down the brush. He also spoke about the land on Julia Street and stated that someone has shown some interest in building a house back there and wondered if this could be done. Mr. Crabill stated that this would have to be looked into and asked President Hess to have that person of interest contact the City.

Mr. Fields moved to adjourn. Mr. Thackery seconded. Voice vote on approval: all ayes; nays, none.

Motion passes 7-0.

**ADJOURN AT 7:03 p.m.**

**NEXT SCHEDULED MEETING**

October 6, 2020, at 6:00 p.m.

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Council Clerk

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Council President



## Board of Zoning Appeals

March 9, 2020, Meeting Minutes

### Attendance

**Members Present:** Vince Gonzalez (Chair); Marty Hess (Vice-Chair); Bryant Heflin; Charlie Zerkle; Lisa Haulman; and Skip Mintchell (Alternate).

**Member(s) Absent:** None.

**Guests Present:** Cat Tanujaya (Zoning & Compliance); Adam Moore (Zoning & Compliance); Clay Miller (Engineering); Doug Crabill (Community Development); Ray Wiley (669 Scioto St.); and Ken Jarboe (644 Scioto St.).

### Call to Order and Pledge of Allegiance

**Action:** Vince Gonzalez called the meeting to order at 6:00 PM.

### Reading of Rules of the Meeting and Swearing-In of Witnesses

**Action:** Vince Gonzalez read the rules of the meeting and swore in all witnesses at the meeting.

### Prior Meeting Minutes

**Action:** Lisa Haulman made a motion to approve the meeting minutes from February 10, 2020. Charlie Zerkle seconded the motion.

**Discussion:** None.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### New Business – Application(s)

**Case # 1:** BZA-2020-002 – 669 Scioto Street – Hot Head Burritos  
Variance from Chapter 913.03 to allow the sidewalk to be repaired through crack filler or other similar means instead of sidewalk replacement.

**Application:** Lisa Haulman read the application to the Board.

**Staff Comments & Recommendations:** Adam Moore provided the background and read the staff report to the Board.

**Testimony in Favor:** Ray Wiley (669 Scioto St. – Hot Head Burritos) – Since the sidewalk has fractures, the sidewalk should be able to be repaired with crack filler instead of having the whole sidewalk replaced. The sidewalk is not a safety or tripping hazard to pedestrians.

**Testimony Against:** None.

**Discussion:** Charlie Zerkle recused himself due to a conflict of interest. Mr. Zerkle also received the same letter the applicant is appealing. Skip Mintchell sat in place of Mr. Zerkle.





Skip Mintchell – After walking down the sidewalk in question, Mr. Mintchell had no issue with the request of patching up the sidewalk. Mr. Mintchell does not feel that the sidewalk is in major disrepair that replacement is required. He felt that the crack is minute.

Clay Miller – Mr. Miller does not feel that the patch job will be beneficial in the long run. Some places did the epoxy patch and it needs to be redone frequently. Hairline cracks were not marked. Even though relief cracks can help, the harsh winter can cause a small crack in the concrete to spider and it can eventually pop. Cracks that were marked are bigger than hairline fractures based on the ADA rule of no more than 1/4 inches or are a trip hazard. Mr. Miller stated that the sidewalk will not be evaluated again until 10-15 years from now.

Lisa Haulman – Agreed with Mr. Mintchell. After walking on the street, Ms. Haulman agreed that the sidewalk does not have to be replaced and can be sufficiently fixed to meet the definition of “good repair” based on the Ordinance. Ms. Haulman felt that it’s wasteful to have the entire sidewalk replaced resulting in the old concrete thrown into landfills. Ms. Haulman asked if the City has a 5-year plan on sidewalk repairs and how the City determined which street to target.

- Mr. Miller: ODOT rated each street in Urbana from worst to best. The City then inspects the sidewalk to see if it meets the ADA guidelines. Currently, the City is reviewing Boyce Street and Washington Avenue. West Market Street was currently added to this year’s project.

Marty Hess – Explained that there was a crack on Water Street that can be fixed without having to replace the entire sidewalk, however, the sidewalk was replaced. Mr. Hess doesn’t feel that the City gives enough notice, especially with only 90 days to find a contractor, get a quote, and the job done by the due date. He felt that if citizens are unable to get the job done by the deadline then they should let the City do the sidewalk replacements so that the City can go broke. Mr. Hess would also like to see a 5-year plan from the City. However, at this time since the cracks were marked, the sidewalk needs to be replaced just like other homeowners who had to replace their sidewalks.

Bryant Heflin – Agreed with Mr. Miller that fixing the crack with epoxy is a waste of time and money since it needs to be redone or the problem will get worse. A sidewalk replacement will cost more in the future. Mr. Heflin quoted from the Illinois Ready Mix Concrete Association guideline for residential flatwork in 2002: Exterior flatwork shall be deemed acceptable when it does not display major cracking, defined as “an uncontrolled crack with a width of 1/8 inch or more that covers more than 10% of the total length of all the joints and edges of the slab, and the total length is no more than 20% of the perimeter length of any one panel.” He further stated that all of the cracks on the Hot Head Burrito sidewalk are more than 1/8 of an inch, covers more than 10% of the total length of all the joints and edges of the slab and one of the slabs has more than 20% of the perimeter length of the slab. The sidewalk in question is deemed unacceptable based on the guideline. In general, a crack that’s greater than the length of a credit card will run through all of the slabs. Due to the freeze, thaw, salt, and other unfavorable conditions, it’s going to be a matter of time before it gets much worse.

Mr. Heflin felt that the Engineering Department is trying to encourage preventative maintenance because it’s inevitable that the concrete is going to get worse. A patchwork or filler can be done but it’s not going to last which can become a bigger issue. If the weather is constantly warm and hot, then this wouldn’t be an issue. However, due to the harsh winter and salt is being thrown, it will not last. The sidewalk should be done before the new roads since the concrete equipment can damage the roadway. With further advancement in technology, the old concrete now can be recycled into new concrete so that it doesn’t end up in a landfill.

- Ray Wiley (669 Scioto St. – Hot Head Burritos) – Is it a trip hazard?
  - Mr. Heflin – No. It does not meet the requirement of “good repair” since the crack is more than ¼ of an inch.
  - Mr. Miller mentioned that based on the Engineering Department, it can’t be more than 25% of the sidewalk.



Vince Gonzalez – Observed that there was a lip on one of the slab that is a trip hazard on the Hot Head Burrito sidewalk where it meets Arby’s. This hazard wasn’t marked. The lip stands at least about 1/2" – 3/4". Why was this not marked when it’s much worse than the cracks?

- Mr. Miller commented that the sidewalk evaluation was done in December, he did not observe a trip hazard at that time. The under veins underneath the sidewalk most of the time accumulate sand, which doesn’t allow water to go under. Mr. Miller observed that many of the sidewalks that had small cracks in December now have a dramatic change in size and is being pushed up due to the freeze and thaw. These new cracks now can’t be marked since the letter has been mailed and many homeowners have contractors lined up. There may have been cracks that were less than 1/4" from December that may have changed and now pushed up to more than 1/4" that have not been marked.
- Mr. Hess - Why can’t the new cracks be marked and required for it to be corrected?
  - Mr. Miller stated that he can ask the Administration if he has permission to go back out and mark the changes.

Ken Jarboe (644 Scioto St. – Sparky’s Pizza) – The concern regarding “good working repair” is that when it’s corrected now, this can happen again in 1 or 5 years. Mr. Jarboe’s sidewalks have many hairline fractures which are not a tripping hazard. It’s on an apron which has never been used since it was poured. Why can’t it be repaired instead of replaced because it’s going to cost \$10,000 to replace the sidewalks based on the markings? Even if 3 years down the road it becomes a hazard then it can be fixed at that time. Mr. Jarboe continued that there should be some options for repair instead of it having to be completely replaced. The letter was sent in January and the work needs to be done by April. There’s no time to have it completed. The timing for this to be done can risk the same issue due to the freezing and thawing on the new sidewalk. Trying to come up with the money to have this done is very difficult. Mr. Jarboe would rather have 3 more years to come up with the funds instead of the short period that was provided.

- Mr. Hess – If you wait 3 years to have this done, then there may be more to dig up and it may cost three to four times more since the sidewalk and possibly the street may have to be redone as well.
- Mr. Heflin – Explained that this is preventative maintenance rather than having the concrete equipment can damage the new roadway to fix a sidewalk.
- Mr. Gonzalez – The amount of time the City provided to have this done is something that Mr. Jarboe needs to address with City Council.

**Action:** Vince Gonzalez made a motion to **approve the application as presented** allowing Hot Head Burritos to repair the sidewalk instead of replacing the sidewalk.  
Marty Hess seconded the motion.

**Vote:** 3 (Yay) – 2 (Nay)  
**Motion failed.**

### Miscellaneous Business

**Discussion:**

- Bryant Heflin discussed presenting to the council that a newly built home should be built to a similar design, specs, and/or standard as the surrounding property as not to devalue the neighborhood. The design review should go through new builds or remodel. Without this, it can drive people away from the surrounding area. Vince Gonzalez agreed. Adam Moore explains that the Planning Commission is the committee that would preside over the standards.
- Charlie Zerkle had several items to discuss.
  - Lincoln & Main – What was approved? The structure that’s built is a stage with lights and a sign.
    - Skip Mintchell – A covered platform (stage) was approved. Lights were not discussed.
    - Adam Moore – The location of the structure was what was approved by the BZA since a variance was required for the setbacks. The sign was not discussed.



- Mercy Hospital – Was the new sign approved by the BZA?
  - Mr. Moore – No, the design was reviewed and approved by the Planning Commission. The sign was not reviewed by the BZA because no variance was required.

## Adjournment

**Action:** Marty Hess made a motion to adjourn at 7:02 PM.  
Bryant Heflin seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**



## Board of Zoning Appeals

May 11, 2020, Meeting Minutes

### Attendance

- Members Present:** Vince Gonzalez (Chair); Marty Hess (Vice-Chair); Bryant Heflin; Charlie Zerkle; Lisa Haulman; and Skip Mintchell (Alternate).
- Member(s) Absent:** None.
- Guests Present:** Cat Tanujaya (Zoning & Compliance); Adam Moore (Zoning & Compliance); Richard Bowman (contractor for 1100 N. Main St.); Kevin O’Sullivan (1100 N. Main St.); Mike O’Sullivan (1100 N. Main St.); Dave Smith (Skylight Lofts, LLC); and Carol Smith (Skylight Lofts, LLC).

### Call to Order and Pledge of Allegiance

- Action:** Vince Gonzalez called the meeting to order at 6:00 PM.

### Reading of Rules of the Meeting and Swearing-In of Witnesses

- Action:** Vince Gonzalez read the rules of the meeting and swore in all witnesses at the meeting.

### Prior Meeting Minutes

- Action:** Bryant Heflin made a motion to approve the meeting minutes from March 9, 2020. Lisa Haulman seconded the motion.
- Discussion:** None.
- Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

### New Business – Application(s)

- Case # 1:** BZA-2020-003 – 1100 North Main Street – Mike Sullivan  
Variance from Chapter 1126.06 to allow the applicant to construct a porch located 1.8 feet from the front yard lot line instead of the required 50 feet.

**Application:** Lisa Haulman read the application to the Board.

**Staff Comments & Recommendations:** Adam Moore provided the background and read the staff report to the Board.

**Testimony in Favor:** Mike O’Sullivan (1100 N. Main St.) – The property owner is upgrading the building. Work on the roof is completed. The entirety of the exterior has been painted. Currently there’s deterioration on the current porch and no handicap accessibility to the store. The new porch will address both issues.

Richard Bowman (contractor for 1100 N. Main St.) – The porch will also provide a space where customers can hang out.

**Testimony Against:** None.



**Discussion:**

Charlie Zerkle –

What is the current size of the existing porch?

- Richard Bowman – Approximately 5’x6’.

How close is the existing building from the Right-of-Way?

- Adam Moore – Approximately 2’ to 4’ based on the photo.

Bryant Heflin –

Will the new porch that’s 1.8’ from the Right-of-Way have any protection from traffic, such as a concrete pillar or steel post?

- Mr. Bowman – Since this is a commercial building, we will have 6’x6’ pillars, 2’ diameter to carry the load.

Is 10’ projection of the porch necessary or can it be reduced as to not be so close to the Right-of-Way?

- Mr. Bowman – When we took the measurements, we originally thought of 8’ but 10’ is what we wanted for maneuverability.

Will the ramp be located where the current stairs are facing North Main Street?

- Mr. Bowman – Yes.

Adam Moore –

How much room do you need to make it handicapped accessible?

- Mr. Bowman – 8’.

Vince Gonzalez – If the Right-of-Way is up to the parking area, then it shouldn’t be an issue.

Will the roof overhang go beyond the 1.8’?

- Mr. Bowman – It will have 12”.

Marty Hess –

Has it all been surveyed?

- Mr. Bowman – Yes.

Ms. Lisa Haulman has no questions or comments.

**Action:**

Vince Gonzalez made a motion to **approve the application with conditions** allowing the applicant to construct the porch located 1.8’ from the front yard lot given that additional safety measures such as pillars or columns are placed in front for protection from traffic.

Marty Hess seconded the motion.

**Vote:**

5 (Yay) – 0 (Nay)

**Motion passed.**

**BZA-2020-003 – 221 North Main Street – Mike Sullivan**

**Case # 2:**

**Variance from Chapter 1133.08(aa) to allow the applicant to reduce the number of off-street parking required for a multi-family residential use.**

**Application:**

Lisa Haulman read the application to the Board.

**Staff Comments  
&  
Recommendations:**

Adam Moore provided the background and read the staff report to the Board.

**Testimony in Favor:**

Dave Smith (Skylight Lofts, LLC) – The building is being renovated and 12 loft apartments are being created with a lot of common areas. This is an effort to revitalize downtown especially now that we see more



businesses and young people moving in. The lack of off-street parking will be an issue as we continue to revitalize downtown. The area renovated is about 45,000 sq. ft. and this is a big project. A new roof is already installed. We are hopeful we can provide parking spaces within walking distance from the lofts.

**Testimony Against:** None.

**Discussion:** Adam Moore explained that joint parking is allowed if it provides off-street parking within 700' of the location. Off-street parking is strongly encouraged as oppose to on-street parking which will take up spaces for business patrons. Dave Smith explained that at this point, he's working on contracting with parking lot owners to provide the residents with joint off-street parking. Mr. Moore confirmed that the lots that are available for joint off-street parking are within the 700' of the location.

Lisa Haulman –

Will the cost of the off-street parking be included as part of the rent?

- Dave Smith – We're working on contracts with parking lots owners to have a certain number of spaces available for the residents. The parking space will be provided at a cost. It wouldn't be part of the rent.

Bryant Heflin -

Are these rental apartments or condominiums?

- Mr. Smith – They are rentals.

Mr. Heflin commented that people who are going to rent will have to assume the risk that there will be parking issues especially with the time restrictions for on-street parking. There should be a happy medium between tenants and business owners. Mr. Smith explains that he will be renting the spaces available on John Doss' property.

Mr. Moore explained that if Mr. Smith is able to provide proof, such as a sign contract, for 12 available off-street parking spaces within 700' from the location, then that would solve the off-street parking requirement. The board agreed to table the discussion until Mr. Smith can secure those spaces.

**Action:** Marty Hess made a motion to **table the application**.  
Bryant Heflin seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

## Miscellaneous Business

**Discussion:** None.

## Adjournment

**Action:** Bryant Heflin made a motion to adjourn at 6:58 PM.  
Charlie Zerkle seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**



## Design Review Board

June 22, 2020, Meeting Minutes

### Attendance

**Members Present:** Patrick Trenor (Chair); Rich Colvin (Vice Chair); Kurt Heintz; Lin Giampetro; and Steve Brune.

**Member(s) Absent:** Bill Gibson; Steve Brandeberry; Judy Tullis (Alternate) and Lydia Hess (Alternate).

**Guests Present:** Adam Moore (Zoning & Compliance); and Cat Tanujaya (Zoning & Compliance).

### Call to Order and Pledge of Allegiance

**Action:** Patrick Trenor called the meeting to order at 7:12 PM.

### New Business – Application(s)

**Case # 1:** DRB-2020-001 – 111 Miami Street – Miami Holdings (Legacy Place) – Exterior Façade Review.

**Application, Staff Comments & Recommendations:** Adam Moore explained this is a request for full approval from the last meeting. The following will be discussed: window frame paint color; plan for arch windows above the 4<sup>th</sup> floor windows; far left (southern) retail storefront fascia; and color palette or renderings.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Rich Colvin – Are the arch windows actual window?

- Adam Moore – Yes, they are actual windows.
- Steve Brune – So it will be an actual operating window?
  - Mr. Moore – It will be windows, whether it opens, we’re not sure but it will be glass windows.

The arch on top of the windows has false panels. Will the arch opening be replaced with glass?

- Kurt Heintz – According to the rendering, the arch will be replaced by an actual window. It states that existing windows will be removed back to the original masonry opening.
- Mr. Moore – According to the rendering, it will actual be arch windows.

It’s clarified in B1 and B2 on construction document A7.4.

Kurt Heintz – What color is going where?

- Mr. Moore – A combination of Rookwood blue green, Rockwood jade and classical white will be used for the window frames. All metal curb, downspout, dormers, metal roof and cornices will also be painted with Rookwood blue green. Existing cornice and canopy and storefront on the first floor will be Rookwood shutter green. The existing door and frame will be Roycroft copper red with black railings. The masonry will stay as is.
- Mr. Heintz – I think we should request a 3D, 360 degrees color rendering so that we can see it. However, we should not hold up the project due to paint color.



- Mr. Colvin – I don't understand the thought behind the red paint on the door and the additional green as part of the color scheme in the back of the building. The dark green should be incorporated into the cornice.

Steve Brune – Three of the storefronts will have the awnings and the last one will not have the awning?

- Mr. Moore – Correct.
- Mr. Brune – Without the awning and cornice, the left storefront looks odd.
- Mr. Colvin – It does look funny. We would like to see more on the storefront and to integrate the dark green into the cornices on the building in order to tie the colors together.

Kurt Heintz – Are the sheet metal awnings on the storefront functional and integral or are they just decorative?

- Mr. Colvin – They are decorative. The columns on the side of the door and windows, cornice on the top of the storefront as well as the cornice on the top roof line are all metal. The fourth storefront is missing the cornice because there was damage to the stone that may have taken the awning off with it, however the missing stones have been replaced.

Kurt Heintz – Will it be possible to remove one of the awnings to have two metal awnings on the left and right, replacing the middle two with cloth awning?

- Mr. Colvin – They are all not the same size.

Kurt Heintz – Can all the awnings be removed?

- Mr. Colvin – There's brick work behind it and to have it all removed would mean that the stones have to be repaired.

**Action:** Steve Brune made a motion to **approve** the modification changes along with the recommendation of the Board in order for the project to move forward.  
Rich Colvin seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

**Case # 2:** **DRB-2020-006 – 118 Scioto Street – Kimberly Counts (KEC-Services) – Window Sign.**

**Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Adam Moore explained that the sign is 13.7% of the window. The Board did not have any questions or comments on the application.

**Action:** Rich Colvin made a motion to **accept the application as present**.  
Steve Brune seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**





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**Case # 3:** DRB-2020-007 – 106 South Main Street # 2 – Megan Cauley (Peace, Love & Candles) – Window Sign.

**Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Adam Moore explained that the sign is 17.9% of the window. The Board did not have any questions or comments on the application.

**Action:** Kurt Heintz made a motion to **accept the application as present.**  
Lin Giampetro seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

**Case # 4:** DRB-2020-008 – 112 East Market Street – Clayton Tire – Exterior Paint Review.

**Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Adam Moore explained that the current tan on the exterior will be painted fashion gray and the awning to be the darker gray based on the gray color in the downtown district. The new paint will be applied to the entirety of the building. Kurt Heintz commented that sign should be repaired. Mr. Moore explained that they will be replacing the pole sign in the future. Rich Colvin mentioned that the brink behind the building should be repaired. Mr. Heintz suggested that a mural can be done on the side of the building with the name of the business. The signage can be done in paint, it's more cost effective and will give it a more vintage look. A white box with the name of the business would look good as well. Adding some white to the gray will also make it pop.

**Action:** Kurt Heintz made a motion to **approve with the recommendation** discussed by the Board.  
Steve Brune seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

**Case # 5:** DRB-2020-009 – 211 North Main Street – Samantha Ropp (Downtown Nutrition) – Window Sign.

**Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.



**Discussion:** Adam Moore explained that the sign is at 25% but due to the design, it's actually less than the 25%. The Board agreed that it looks proportional and it looks great.

**Action:** Rich Colvin made a motion to **approve the application as presented.**  
Steve Brune seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

**Case # 6: DRB-2020-010 – 117-119 Scioto Street – Patrick Thackery (Let’s Eat Cake/The Studio) – Awnings.**

**Application, Staff Comments & Recommendations:** Adam Moore read the application.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Richard Colvin explained that the pink is now on the building and in order to bridge the store front to the building, a tailored black and white stripe awning will be placed over the windows. It will be 12” tall and 12” deep. This will help tie the pink with the building. There are also two doors that goes up to apartments and currently they have gray brick, a darker gray door and white trim. The white trim will be changed to the brick gray and leaving the doors as is. This will help the doors not stand out in front of the building and draw more attention to the storefronts. The storefront on the left has white trim with a turquoise, it is inconsistent with the surrounding. The trim will be changed to white, the door black with black transom and putting an awning over the window. The awning will be a draped turquoise awing with two spears to hold it in order to add some color to the storefront. Kurt Heintz agreed that it will look great. Lin Giampetro agreed and feels that the black and white awning will make the pink stand out more as well as tying it all together.

**Action:** Steve Brune made a motion to **approve the application as presented.**  
Lin Giampetro seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**

**Miscellaneous Business**

Miscellaneous

- Discussion:**
- The brick at 36-38 Monument Square is in progress of being restored to the original brick.
  - The back of the Sowles Hotel was painted.
  - Dorceys Flower Café has a paper sign on and will need to submit an application for a more permanent sign.
  - The sign regulations are being revised and worked on.
  - Murals can be placed as long as it does not advertise business. Any murals applied to the historic district must be reviewed by the Board. Guidelines should also be placed since there are different types of murals. Murals can also be applied as alley art in order to make them more enticing for people to walk in. Legacy Park can have a mural that depicts the history of Urbana.



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## Adjournment

**Action:** Rich Colvin made a motion to adjourn at 8:27 PM.  
Kurt Heintz seconded the motion.

**Vote:** 5 (Yay) – 0 (Nay)  
**Motion passed.**



## Planning Commission

July 27, 2020, Meeting Minutes

### Attendance

<b>Members Present:</b>	Kerry Brugger; Jennifer Dunham-Young; Richard Kerns; Kimberly Gordon-Brooks (Vice-Chair); Bill Bean; and Steve Brandeberry (Alternate).
<b>Member(s) Absent:</b>	Eric Samuelsson (Chair); and Bill Kremer (Alternate).
<b>Guests Present:</b>	Adam Moore (Zoning & Compliance); Mary Lee and Jerry Gecowets (1339 Edinger Rd).

### Call to Order and Pledge of Allegiance

**Action:** Steve Brandeberry called the meeting to order at 6:00 PM.

### Reading of Rules of the Meeting

**Action:** Bill Bean made a motion to suspend the reading of the rules of the meeting. Kimberly Gordon-Brooks seconded the motion.

**Discussion:** None.

**Vote:** 6 (Yay) – 0 (Nay)  
**Motion passed.**

### New Business – Application(s)

**Case # 1:** PC-2020-0012 – Patrick Avenue (K48-25-11-02-28-014-03) – Urbana Champaign County Senior Citizens Center – Site Plan Review

**Application, Staff Comments & Recommendations:** Adam Moore read the application, provided the background, and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Mary Lee and Jerry Gecowets serves as the building committee that oversees construction of the Urbana Champaign County Senior Citizens Center.

Items to be addressed from the Technical Review Committee:

- Sidewalk and curb/gutter construction along Patrick Avenue back to Scioto Street.  
Jerry Gecowets had contacted Civista Bank to work on connecting the sidewalk with what is currently there.  
Adam Moore confirmed that there is nothing else that needs to be changed on the drawings.
- Is there a construction standard specified on the plans for urbing constructed on site such as the parking lot?
  - Rolled/extruded curb on site are discouraged due to long-term durability.
- The required the number of parking spaces have been met.



- For larger events, there should be parking agreements for overflow parkings.
- Handicapped sign detail should be modified to clearly state that fine signage is required on all handicapped signage planned on site. This is required to be posted.
- Exterior lighting plan with photometrics required.
- Exterior finish material details required.
  - Per corridor standards, aluminum and vinyl siding is not allowed.
  - Hardie Plank and Smart Siding are allowed.
  - The usage of standing seam metal roof is allowed.
- Landscape plan required.
  - Due to the removal of several trees from the site, new trees should be included as part of the landscape plan.
- All metering is required to be inside.
  - The meter pit should be removed.
  - Meter should be installed in the mechanical room.
- There are currently discrepancies between the water size and metering.
  - The architecture plans should match the civil plans.
- Handicapped parking standards.
  - 17' is required by the City Standard.
- Aisle width can be reduced to a minimum of 17.5'.
- Basins with bottom less than 1% to the outfall.
  - Requested underdrain in the bottom of the basin.
- Basin overflow details elevation correction required.
- Long-term Stormwater Management Plan required.
- Submit stormwater detention, piping and control structure calculations.
- The 1.5" orifice needs protected from clogging on control structure after the riser pipe is removed.
  - Suggested stone filtration covering the inlet.
- Plan corrections.
  - Change "County" to "City" for Engineer sign off.
  - Change "City of Delaware" notations/change to "City of Urbana."
- Repair required where ruts in the pavement are called out. Add a note where existing pavement may be disturbed.
- In front of curb and gutter installed along Patrick Avenue, contractor shall replace the overcut asphalt with 6" of 301 asphalt base 1'-2' wide. Add a note on detail for this.
- Type Z Combination Curb and Gutter shall be installed along Patrick Avenue. Notation on the plan required.
- Request for more proposed elevations be listed for the public walk and curb & gutter.
- List parking curb type.
- All concerns from the Fire Department regarding A-3 classification must be addressed and coordinated with the Champaign County Building Department.
- Confirmation on water line size.
- Sign permit and details required.

Ms. Gecowets would like to install a sign to indicated the future site of the Senior Center. Mr. Moore explained that the temporary sign does not need a permit and is allowed to be up for the duration of the construction. Currently, the exterior siding that is being reviewed is one color metal siding. They are in the process of obtaining quotes for the metal and Hardie Plank sidings. The metal siding is preferred due to maintenance. The Hardie Planks will need to be caulked and maintained every few years in order to keep the warranty. The exterior color in the plan is still being discussed based on the samples and the colors from the surrounding area. The front exterior will have a drive up canopy for inclement weather. Depending on the budget, it may be installed on both sides of the building. The other side of the building is the pantry.



The sign on the building will be placed on the side facing Patrick Avenue. No touch, automatic doors will be installed. The columns will be stone. Kerry Brugger inquired if the main entrance wall façade can be split up since currently, it's one color. Ms. Gecowets explained that they are working on it. The upper windows will be a source of light during the day and the the light from within will be seen from those windows at night.

**Action:** Richard Kerns made a motion to **approve the application with conditions:**

- All of the concerns by the City are addressed
- Break the Easterly Wall up with stone façade
- Metal exterior is allowed

Bill Bean seconded the motion.

**Vote:** 6 (Yay) – 0 (Nay)

**Motion passed.**

**Case # 2:** PC-2020-0013 – 1673 East US Highway 36, Suite 2C – New Nails – Wall Sign Review

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background, and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Adam Moore explained that the sign is already up. It's smaller than the minimum required, but it fits well. They are wood letters and it has been painted. It's a non-illuminated sign.

The board does not have any questions/discussion.

**Action:** Bill Bean made a motion to **approve the application as presented.**

Jennifer Dunham-Young seconded the motion.

**Vote:** 6 (Yay) – 0 (Nay)

**Motion passed.**

**Case # 3:** PC-2020-0014 – BR-1 District Update – 1123.05 Minimum Lot Area and Width

**Application, Staff  
Comments &  
Recommendations:**

Adam Moore read the application, provided the background, and read the staff report to the Board.

**Testimony in Favor:** None.

**Testimony Against:** None.

**Discussion:** Adam Moore proposed to match the BR-1 minimum lot area and width with R-2, which shall not be less than 7,000 square feet with a width of not less than 60 feet. This will only impact lots that have not been subdivided and current developed/platted lots will be grandfathered. Predominantly BR-1 has single family dwellings.

**Action:** Kerry Brugger made a motion to **accept the recommendation.**

Kimberly Gordon-Brooks seconded the motion.

**Vote:** 6 (Yay) – 0 (Nay)

**Motion passed.**



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## Adjournment

**Action:** Bill Bean made a motion to adjourn at 6:55 PM.  
Kerry Brugger seconded the motion.

**Vote:** 6 (Yay) – 0 (Nay)  
**Motion passed.**



## Press Release

For Immediate Release

Date: September 30, 2020  
Contact: Jordan Haarmann, Vice President of Procurement  
AGE (618) 203-8328

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### **City to Idle Natural Gas Aggregation Program, Participants to Return to Columbia SCO Rates**

<Urbana, Ohio, September 20, 2020> The City of Urbana will idle the natural gas aggregation program at the conclusion of the current term set to expire at the end of this November. Participants in the City's natural gas aggregation program will be returned to Columbia Gas of Ohio's Standard Choice Offer (SCO). The City is sighting lack of savings as the primary reason behind not extending the current natural gas aggregation program.

"The primary benefit of any aggregation program is the bulk purchasing power leading to maximum savings for participants in the program," Urbana Mayor Bill Bean stated. "Our aggregation consultant has advised us that at this time savings are not present on natural gas, and recommended we idle the program and return residents back to lower rates available from Columbia's SCO program."

Voters in Urbana approved both electric and natural gas aggregation referendums in May of 2018. The City has used Affordable Gas & Electric (AGE) as their aggregation consultant. AGE helped the City negotiate a fixed natural gas rate through Volunteer Energy of \$0.405/Ccf for a 24 month term that began in December of 2018.

"At the start of the natural gas aggregation contract participants in the program saw savings over that first winter," said Jordan Haarmann, VP of Procurement for AGE. "As the program progressed and the market began to see an abundance of natural gas supply, the SCO rates began falling below our natural gas aggregation and eliminating those savings. During our recent round of negotiations for new rates to extend the program we did not find an offer that we felt confident would return savings to residents at this time."

Residents will not have to take any action on their own. At the end of the current contract, Volunteer Energy will drop the participants of the natural gas aggregation program automatically. Participants will then receive letters sometime in November from Columbia Gas of Ohio confirming their assignment back to the SCO supply rate.

The City's electric aggregation program is currently under contract with Dynegy Energy Services through December of 2021 with a fixed rate of \$0.0488/kWh.

For questions regarding the City's natural gas or electric aggregation residents may call the AGE's offices at 618-203-8328.





Urbana Parks and Recreation Board Meeting

August 18, 2020

**Board Members in Attendance (virtually):** Greg Hower, Chris Endres, Krista Lingrell, Dan Shay, Ryan Lantz, Deb Aksenczuk

**Absent:** David Weimer, Doug Hoffman

**Next meeting tentatively scheduled for:** TBD

1. Call to order: Board President Chris Endres called the meeting to order on Zoom at 5:30 PM
2. Updates on Everybody Plays initiative. Project is still raising money to break ground. A motion to hold the previously approved 25K Park Board funds until a later date was brought forth by Krista Lingrell; motion seconded by Greg Hower. **Motion passed**
3. Tennis court updates. Repairs delayed due to Covid and weather. Krista Lingrell motioned to hold park funds of 5K until project is ready to move forward. Motion seconded by Dan Shay. **Motion passed.**
4. A discussion was started regarding new netting and flooring for the current outdoor batting cages in Melvin Miller Park. Dan Shay motioned to begin the process of obtaining quotes and information on an upgraded system. Motion was seconded by Krista Lingrell. Ryan Lantz will report in a future meeting. **Motion passed.**
5. An update on Gwynn Street ballfield fencing and Deck Building new epoxy flooring was given by Ryan Lantz. **Refer to attached financials.**

**Other items discussed (no motions made):**

- Weidmann donation specifically for Gwynn St. Park fencing and improvement
- New interest recently on RC track
- Indoor facilities at the park are currently being rented following all Covid-19 guidelines
- Outdoor shelters remain open to the public
- Soccer programming run through the YMCA is coming soon! Ryan Lantz has done a great job preparing and reconfiguring fields following trenches being dug.
- Ryan working on installation of a new 4 ft fence around one of the quad fields before next Spring. Fence was donated previously by Todd Tracy – UYS.
- Plans are being made to paint the exterior of the Deck building.
- 1 year still remains on geese eradication work in the park. New nests are being destroyed along with other extermination tactics.

**Greg Hower made a motion to adjourn the August meeting; Chris Endres seconded.**

Minutes submitted: Thursday, Sept 10, 2020

Submitted by: Greg Hower, Park Board Secretary



# SUTPHEN

## PROPOSAL

**TO THE:**

City of Urbana Fire Dept.  
Chief, Dean Ortlieb  
107 East Main St.  
Urbana, Ohio 43078

DATE: September 4th, 2020

We hereby propose and agree to furnish the following firefighting equipment upon your acceptance of this proposal:

**One (1) Sutphen Heavy Duty Pumper, Complete and Delivered for the Total Sum of.....\$589,567.41**

**With a 100% Pre-pay discount, the price is..... \$577,776.06**

The unit shall be manufactured completely in accordance to the following proposal and delivered in approximately **12-14** months from the date of the contract signing or purchase order, subject to delays from all causes beyond our control.

This proposal shall be valid for forty-five (**45**) days. If the contract or purchase order is not received within this proposed duration, we reserve the right to extend, withdraw, or modify our proposal, including pricing, delivery times, and prepayment discounts as applicable.

Respectfully submitted,  
Fredrick Hageman  
Heritage Fire Equipment  
Authorized Representative for Sutphen Corporation

*Heritage*  
**FIRE EQUIPMENT**  
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SUTPHEN CORPORATION  
6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860

## Resolution No. 2590-20

A RESOLUTION TO FORMALLY ESTABLISH THE GREENWOOD ARBORETUM AT OAK DALE CEMETERY IN MEMORY OF KAREN KERNS DRESSER AND TO PURSUE ACCREDITATION OF THIS NEWLY ESTABLISHED ARBORETUM.

WHEREAS, in late 2017, the City of Urbana received a generous donation of \$50,000.00 for the sole support of its Memorial Tree Program from the estate of Karen Kerns Dresser in honor of her parents, Edmund H. Kerns and Kathryn Strapp Kerns; and

WHEREAS, Karen's father, Edmund, passed away in World War II before she was able to meet him and Karen's mother, Kathryn, raised her as a single mother; and

WHEREAS, Kathryn was well known and regarded in Urbana as she worked at the Urbana Post Office and served as the Postmaster for over twenty years; and

WHEREAS, Karen moved away from Urbana to pursue her remarkable career in affordable housing and community development in Washington D.C. and later Columbus, Ohio; and

WHEREAS, Karen regularly visited Urbana and returned annually to celebrate Christmas with family in her hometown; and

WHEREAS, Karen's family extended her fondness for her hometown and her generosity by supporting numerous local causes through her estate; and

WHEREAS, the donation for the Memorial Tree Program was specifically earmarked for the planting of trees within the City of Urbana with a specific focus on tree planting in Oak Dale Cemetery as directed by the Urbana Shade Tree Commission; and

WHEREAS, tree planting efforts from this donation formally commenced in the fall of 2018 and a family tree planting ceremony was held at that time; and

WHEREAS, the Urbana Shade Tree Commission has determined that this donation should serve as a catalyst for formally establishing an arboretum for the urban forest of Oak Dale Cemetery; and

WHEREAS, Greenwood Cemetery was the original name for Oak Dale Cemetery until May 28, 1856 when the name of the cemetery was changed from Greenwood Cemetery to Oak Dale Cemetery; and

WHEREAS, the Urbana Shade Tree Commission and the Oak Dale Cemetery Board voted unanimously at their August 2020 meetings to pay homage to the Greenwood name while honoring Karen for her support of tree planting at Oak Dale Cemetery by naming the newly established arboretum in memory of Karen.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Urbana, Ohio:

Section 1: That an arboretum shall be formally established at Oak Dale Cemetery to ensure the future planting and care of a diverse botanical collection of tree species within the cemetery for future generations to enjoy.

Section 2: That this arboretum shall formally be named Greenwood Arboretum at Oak Dale Cemetery in Memory of Karen Kerns Dresser.

Section 3: That a sign shall be erected at Oak Dale Cemetery to formally designate this naming designation.

Section 4: That the City of Urbana and the Urbana Shade Tree Commission shall pursue and receive accreditation through the Morton Arboretum's ArbNet Arboretum Accreditation Program for this newly established arboretum.

Section 5: That this resolution shall take effect and be in force at the earliest time provided by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Marty Hess, Council President

Attest:

\_\_\_\_\_  
Amy Deere, Council Clerk

This Resolution approved by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Department requesting: Community Development		Personnel: D. Crabill	Director of Law review
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? Y (N)	
Readings required: (1) 2 3		If yes, dates advertised:	
First reading date: October 6, 2020	Second reading date:	Third/Final reading date:	

Anticipated effective date if approved: October 6, 2020

## Ordinance No. 4526-20

AN ORDINANCE TO AMEND THE CITY OF URBANA'S OFFICIAL ZONING MAP BY REZONING APPROXIMATELY 4 ACRES+/- AT THE INTERSECTION OF NORTH MAIN STREET AND GWYNNE STREET CURRENTLY ZONED BR-1 BUSINESS RESIDENTIAL DISTRICT TO B-2 GENERAL BUSINESS DISTRICT.

WHEREAS, Chapter 1113 of the Codified Ordinances of the City of Urbana, Ohio enables amendment of the Official Zoning Map; and

WHEREAS, whenever the public necessity, convenience, general welfare or good zoning practices require, Council may by ordinance after receipt of a recommendation thereon from the Planning Commission and subject to procedures provided by law, amend, supplement, change or repeal the regulations, restrictions and boundaries or classification of property; and

WHEREAS, on September 28, 2020, the Planning and Zoning Staff formally requested an amendment to the Official Zoning Map for the City of Urbana pursuant to Chapter 1113.03 (a) of the Codified Ordinances of the City of Urbana; and

WHEREAS on September 28, 2020, the City of Urbana Planning Commission recommended by a 6-0 vote, that City Council *approve* the request to rezone an approximately 4 acre+/- area at the intersection of North Main Street and Gwynne Street from BR-1 Business Residential District to B-2 General Business District; and

WHEREAS, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, October 20, 2020.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Urbana, County of Champaign and State of Ohio:

Section 1: The City Engineer shall amend the Official Zoning Map of the City of Urbana, Ohio to reflect the zoning change depicted in the Planning Commission Staff Report and as recommended by the Planning Commission. An exhibit of the proposed zoning map change is attached and labeled as "Exhibit A".

Section 2: The Mayor shall sign the amended Official Zoning Map of the City of Urbana, Ohio.

Section 3: The Clerk of Council is now instructed to sign the amended Official Zoning Map to attest to this action of City Council.

SECTION 4: That the City of Urbana Planning Commission's recommendation to approve the request to rezone the proposed area is attached and labeled as "Exhibit B".

Section 5: The Planning Commission Staff Report is attached and labeled as "Exhibit C."

SECTION 6: All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing under Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, on October 10, 2020.

SECTION 7: This ordinance shall become effective at the earliest time provided by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Marty Hess, Council President

Attest:

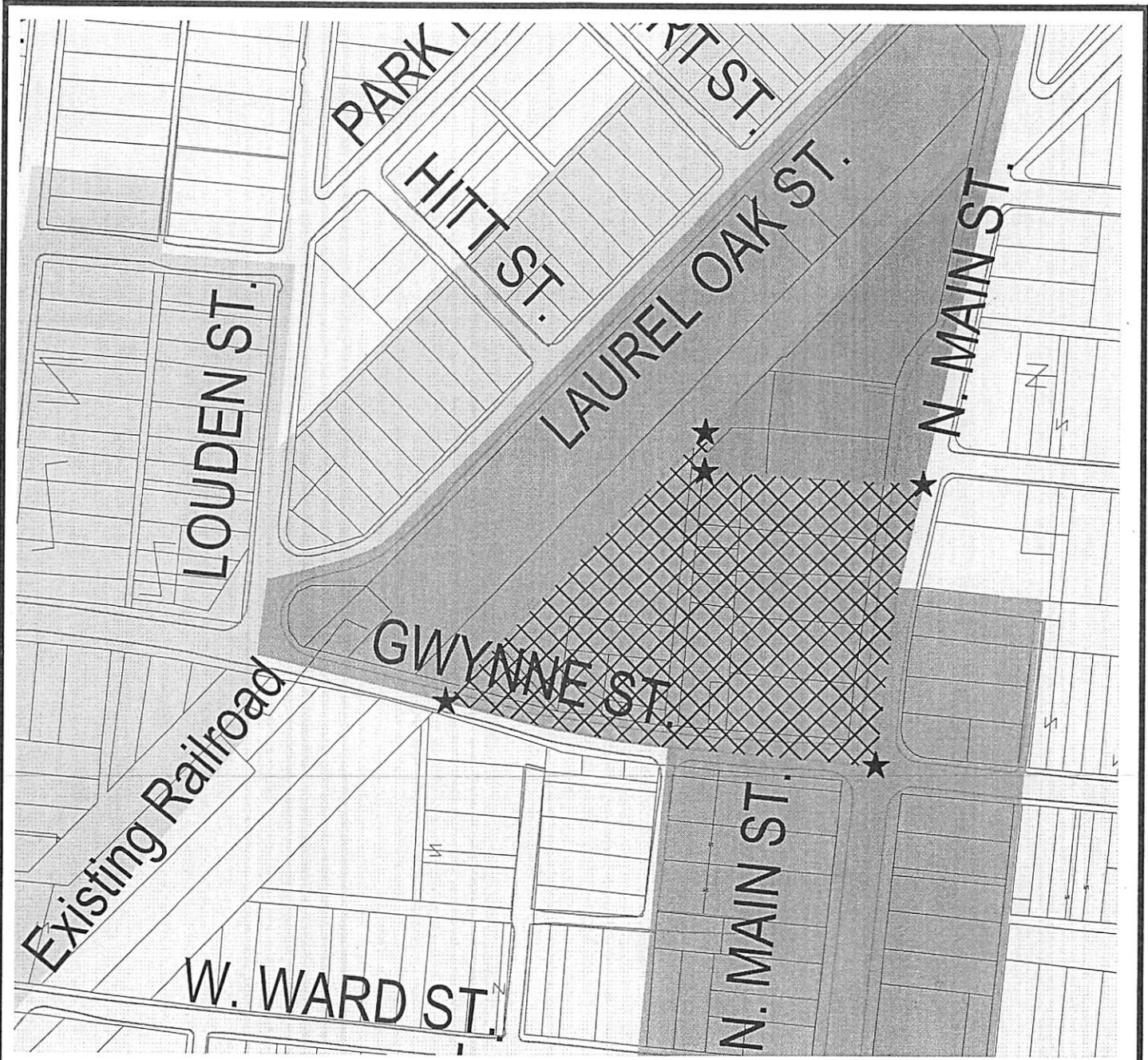
\_\_\_\_\_  
Amy Deere, Council Clerk

This Resolution approved by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Department requesting: Community Development		Personnel: D. Crabill	Director of Law review
Expenditure? <b>Y (N)</b>	Emergency? <b>Y (N)</b>	Public Hearing? <b>(Y) N</b>	
Readings required: <b>1 2 (3)</b>		If yes, dates advertised: October 10, 2020	
First reading date: October 6, 2020	Second reading date: October 20, 2020	Third/Final reading date: November 3, 2020	

Anticipated effective date if approved: December 3, 2020



 Proposed B-2



 R-1 LOW DENSITY RESIDENTIAL	 B-2 GENERAL BUSINESS
 R-2 MEDIUM DENSITY RESIDENTIAL	 B-3 CENTRAL BUSINESS
 R-3 HIGH DENSITY RESIDENTIAL	 M-1 MANUFACTURING
 BR-1 BUSINESS RESIDENTIAL	 CITY CENTER HERITAGE OVERLAY DISTRICT

★  
 NW CORNER  
 GWYNNE/N. MAIN  
 REZONING  
 ZONING MAP  
 PROPOSED CHANGE:  
 BR-1 TO B-2  
 ★

CITY OF URBANA  
 DIVISION OF ENGINEERING  
 205 S. Main Street • Urbana, Ohio 43078  
 Fax: (937) 652-5145  
 Phone: (937) 652-4324

TYLER L. BUMBALOUGH, P.E.  
 CITY ENGINEER

**CITY OF URBANA  
 PROPOSED ZONING MAP AMENDMENT**

ID	DATE	REVISION

CITY FILE: G:\Engineering\Urbana Map\Zoning Map\Urbana Zoning Map.dwg				PAGE:
DRAWN BY: TLB	APPROVED BY: TLB	SCALE: 1" = 200'	ISSUE DATE: 9/24/2020	

**Exhibit A**



Department of Zoning and Compliance

205 South Main Street, Urbana, OH 43078 | (937) 652 - 4325 | [ZoningandCompliance@ci.urbana.oh.us](mailto:ZoningandCompliance@ci.urbana.oh.us) | [www.urbanaohio.com](http://www.urbanaohio.com)

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## Exhibit B

October 2, 2020

Urbana City Council  
205 S. Main St.  
Urbana, OH 43078

RE: Proposed N. Main St. Zoning Map Amendment – Approximately 4 acres of land at the intersection of N. Main and Gwynne St. as shown in the Planning Commission Staff Report.

Dear Councilmembers,

On September 28, 2020, the City of Urbana Planning & Zoning Staff proposed a zoning map amendment to rezone approximately 4 acres of land at the intersection of North Main St. and Gwynne St. from BR-1 Business Residential District to B-2 General Business District. Planning Commission, by a 6-0 vote, recommended the proposed amendment be approved. The Department of Zoning & Compliance Staff Report is attached for your review.

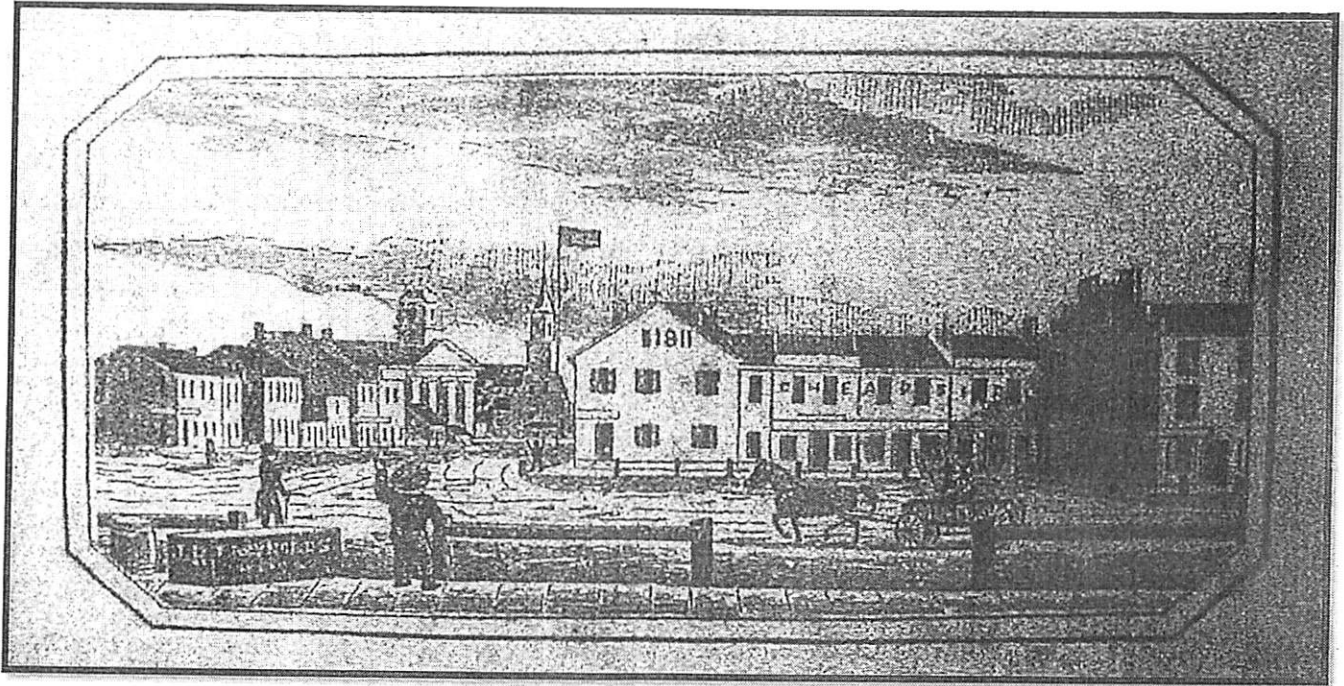
Respectfully,

Adam Moore  
Department of Zoning & Compliance  
The City of Urbana  
P: (937) 652-4322  
E: [adam.moore@ci.urbana.oh.us](mailto:adam.moore@ci.urbana.oh.us)





# Exhibit C



## STAFF REPORT

**Project Case No.:** PC-2020-016

**Staff:** Adam Moore – Zoning & Compliance Officer

**Applicant:** City of Urbana Planning & Zoning Staff

**Property Address:** 504-548 N. Main St.

**Property Size:** N/A

**Current Zoning:** BR-1 Business Residential

### Request Summary:

The City of Urbana Planning & Zoning Staff submitted an application to rezone parcels located between 504-548 N. Main St. from BR-1 Business Residential District to B-2 General Business District.

### Key Issue Summary:

- Are the proposed uses in compliance with our adopted goals or plans?
- Is the property suited for the proposed uses or any uses in the proposed district?
- Are public facilities such as transportation, utilities, emergency services, access, etc. adequate enough to serve the proposed uses or any uses in the proposed district?
- What is the effect of the proposed rezoning on the surrounding uses?
- Will the zoning change have an effect on the economic viability of any existing or vacant land within the City?



**Preliminary Staff Recommendation:**

The initial recommendation of the staff, made with the information available at the time, is for APPROVAL of this application. This recommendation does not include considerations of public input or applicant responses to the staff report.

Existing Property Summary:	
<b>Land Use:</b>	Vacant, Personal Service, Business, Residential
<b>Site Features:</b>	
<b>Flood Hazards:</b>	Property is <u>not</u> located within the Special Flood Hazard Area.
<b>Vehicle Access:</b>	

Surrounding Land Uses:		
Direction	Zoning:	Land Use:
<b>North:</b>	B-2 General Business District	Restaurant
<b>South:</b>	BR-1 Business Residential District	Residential, Tattoo Parlor, American Legion
<b>East:</b>	R-2 Medium Density Residential District	Residential
<b>West:</b>	BR-1 Business Residential District, M-1 Manufacturing District	Vacant Land

Zoning District Summary (Existing / Proposed)		
	BR-1 Business Residential	B-2 General Business District
<b>Purpose</b>	The purpose of the BR-1 Business Residential District is to accommodate a mixture of residential and business uses. Residential and business uses may be mixed within the same building or structure. A variety of businesses which are compatible with residential uses may be permitted. This district is planned as a transitional area between commercial and residential uses.	It is the purpose of the M-1 Manufacturing District to accommodate manufacturing and industrial establishments and related uses.
<b>Principal Uses</b>	<ul style="list-style-type: none"> <li>• Multi-family Dwellings</li> <li>• Personal Services</li> <li>• Single-family Detached Dwellings</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Recreation</li> <li>• Retail Business</li> <li>• Personal Services</li> <li>• Offices</li> </ul>



		<ul style="list-style-type: none"> <li>• Drinking and Eating Establishments</li> <li>• Restaurants</li> <li>• Automotive Filling Stations</li> <li>• Hotel or Motel</li> </ul>
<b>Conditional Uses</b>	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Home Occupations</li> <li>• Bed and Breakfast Establishments</li> <li>• Child Day Care Facility</li> <li>• Convalescent Care Facility</li> <li>• Family Care Home</li> <li>• Group Home Facility</li> <li>• Clubs</li> <li>• Public Service Facility</li> <li>• Public and Quasi-Public Uses</li> <li>• Educational Institutions</li> <li>• Religious Places of Worship</li> <li>• Hospitals</li> <li>• Residential Care Facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Shopping Centers</li> <li>• Automotive Repair</li> <li>• Bed and Breakfast Establishments</li> <li>• Child Day Care Facility</li> <li>• Clubs</li> <li>• Public Service Facility</li> <li>• Public and Quasi-Public Uses</li> <li>• Educational Institutions</li> <li>• Hospitals</li> <li>• Food Processing</li> <li>• Transport Terminals</li> <li>• Printing and Publishing</li> <li>• Personal Storage Facility</li> <li>• Adult Entertainment Facility.</li> </ul>
<b>Setbacks</b>	<p><b>Front Yard Setback:</b></p> <ul style="list-style-type: none"> <li>• 25'</li> </ul> <p><b>Side Yard Setback:</b></p> <ul style="list-style-type: none"> <li>• 5' Principal / 5' Accessory</li> </ul> <p><b>Rear Yard Setback:</b></p> <ul style="list-style-type: none"> <li>• 20' Principal / 10' Accessory</li> </ul>	<p><b>Front Yard Setback:</b></p> <ul style="list-style-type: none"> <li>• 40'</li> </ul> <p><b>Side Yard Setback:</b></p> <ul style="list-style-type: none"> <li>• 0' Principal / 0' Accessory</li> </ul> <p><b>Rear Yard Setback:</b></p> <ul style="list-style-type: none"> <li>• 30'</li> </ul>
<b>Height Restrictions</b>	40' Principal / 20' Accessory	40' Principal / 20' Accessory
<b>Minimum Floor Area</b>	800 Square Feet	None
<b>Maximum Lot Occupancy</b>	50%	40%
<b>Minimum Lot Area / Width</b>	3,600 sf / 90 lf	10,000 sf / 60 lf

## Ordinance No. 4527-20

AN ORDINANCE TO APPROVE AND ADOPT THE CHAMPAIGN COUNTY COMPREHENSIVE PLAN 2020 UPDATE AS AN OFFICIAL PLANNING GUIDE OF THE CITY OF URBANA, OHIO.

WHEREAS, the last update to the Champaign County Comprehensive Plan was completed in 2004; and

WHEREAS, the Champaign County Board of Commissioners authorized the Logan-Union-Champaign Regional Planning Commission (LUC) to undertake and complete a detailed update to the Champaign County Comprehensive Plan with a focus on transportation, utilities, land use, open space, environmental influences, and the social, cultural, and economic conditions of Champaign County; and

WHEREAS, representatives of numerous agencies and organizations in Champaign County and members of the public participated in the creation of the Comprehensive Plan; and

WHEREAS, funding for this plan was provided by the Champaign County Board of Commissioners, the City of Urbana, the Village of Mechanicsburg, the Village of North Lewisburg, the Village of St. Paris, and numerous townships; and

WHEREAS, the Comprehensive Plan was prepared to serve as a planning tool to help guide growth and development within Champaign County, including the City of Urbana; and

WHEREAS, the Comprehensive Plan contains numerous recommendations, goals, and objectives which may result in future changes in land uses, traffic patterns, locations of streets and roads, sanitary sewers, water lines, storm sewers, and other public utility facilities, and social, cultural, and economic conditions within Champaign County; and

WHEREAS, a public open house was held on January 8, 2020 at the Champaign County Community Center Auditorium and a public hearing was held on September 24, 2020 in the same auditorium to allow for the public to review and comment on the plan; and

WHEREAS, the City of Urbana Planning Commission reviewed the Champaign County Comprehensive Plan 2020 Update at their most recent meeting on September 28, 2020 and recommended by a 6-0 vote that Urbana City Council formally adopt this plan update as an official planning guide for the City of Urbana.

WHEREAS, Council held a public hearing pursuant to Chapter 1113.09 of the Codified Ordinances of the City of Urbana on Tuesday, October 20, 2020.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Urbana, Ohio:

Section 1: That the Champaign County Comprehensive Plan 2020 Update as prepared by the Logan-Union-Champaign Regional Planning Commission is hereby approved and adopted as the most current Comprehensive Plan for Champaign County and the City of Urbana.

Section 2: That the Champaign County Comprehensive Plan 2020 Update as adopted by Urbana City Council shall serve as an official planning guide for the City of Urbana until superseded by a subsequent legally adopted plan.

Section 3: All actions of City Council and the Planning Commission related to this legislation were conducted in open meetings pursuant to Urbana Codified Ordinance 107.01 and Ohio Revised Code 121.22. City Council held a public hearing pursuant to Urbana Codified Ordinance 1113.09, with notice by publication pursuant to Urbana City Charter Section 2.16, on October 10, 2020.

Section 4: That this ordinance shall take effect and be in force at the earliest time provided by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Marty Hess, Council President

Attest:

\_\_\_\_\_  
Amy Deere, Council Clerk

This Resolution approved by me this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

Department requesting: Community Development		Personnel: D. Crabill	Director of Law review
Expenditure? Y (N)	Emergency? Y (N)	Public Hearing? (Y) N	
Readings required: 1 2 (3)		If yes, dates advertised: October 10, 2020	
First reading date: October 6, 2020	Second reading date: October 20, 2020	Third/Final reading date: November 3, 2020	

Anticipated effective date if approved: December 3, 2020