



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

m e m o r a n d u m

TO: Mayor Diane Wolfe Marlin and Members of the Urbana City Council

FROM: Sheila Dodd, Interim Community Development Services Director
Kat Trotter, Planner II

DATE: July 7, 2022

SUBJECT: **An Ordinance Approving a Special Use Permit (Octapharma Plasma Donation Center at 220 North Broadway Avenue / Plan Case 2452-SU-22)**

Introduction & Background

Octapharma Plasma, Inc. (“Octapharma”) requests a special use permit to allow a plasma donation center at 220 North Broadway Avenue. “Plasma Donation Center” is not specifically listed in Table V-1, Table of Uses in the Urbana Zoning Ordinance, but the most closely-related use is a “Hospital/Clinic,” which is allowed in the B-4 zoning district with a special use permit. The site was formerly a Save-A-Lot grocery store, which closed in November 2021.

On June 23, 2022, the Plan Commission voted unanimously to forward the case to City Council with a recommendation to APPROVE the request with one condition.

Description of Site and Area

The site is approximately 3 acres and is located on the east side of North Broadway Avenue, between East Water Street and East University Avenue, in Downtown Urbana. The property is zoned B-4, Central Business. The adjacent properties are zoned B-4, Central Business (north, south, west) and B-4E, Central Business Expansion (east).

The following table identifies the current zoning and the existing and future land uses of the subject property and surrounding properties (see Exhibits A, B, and C).

Table 1. Zoning and Land Use

Location	Zoning	Existing Land Use	Future Land Use
Site	B-4, Central Business	Vacant Building	Central Business
North	B-4, Central Business	Recreation & Motel	Central Business
South	B-4, Central Business	Urbana Civic Center & Retail	Central Business
East	B-4E, Central Business Expansion	Retail – Schnucks Grocery Store	Central Business
West	B-4, Central Business	Carle Offices	Central Business

Proposed Use

Octapharma would like to operate a plasma donation center in a portion of the existing building on the site. Plasma centers are closest to the “Hospital/Clinic” use in the Zoning Ordinance, which require a special use permit in all of the zoning districts where they are allowed. The applicant plans to sign a 10-year lease for the plasma center, with two five-year options to extend the lease up to 20 years. The building has been vacant since November 2021, when Save-A-Lot closed, and the new use would occupy 12,000 square feet of the 31,500-square-foot building.

The plasma center layout would include¹:

- Reception/waiting area where donors sign in
- Interview area for repeat donors
- Exam rooms for new donors, and annual exams for repeat donors
- Donor floor where plasma is collected
- Plasma processing, where plasma bottles are labeled, samples are taken for testing, and the collected plasma is loaded into super-cold freezers (-38c)
- Shipping and receiving area in the rear of the premises
- Storage room
- Employee areas, including offices, conference/training room, and break room

The plasma center would operate from 7:00 a.m. to 7:00 p.m., seven days per week. The applicant anticipates there will be 25 to 30 employees on-site, with two shifts each day. They also anticipate an average of 1,500 procedures per week, or 215 procedures per day, on average. At most, 42 employees and donors would be in the facility at any given time. There are 147 parking spaces on-site, and the applicant estimates that up to 43 spaces will be used by the plasma center’s employees and donors on a daily basis. The applicant would renovate 12,000 square feet of the existing building, and no changes would be made to the footprint of the building.

The 2005 Comprehensive Plan designates this property for “Central Business” future land use:

The Central Business land use designation is exemplified by Downtown Urbana but also includes other mixed-use areas. Contains a dense, highly intensive land use pattern focusing on an urban style of development and architecture. Pedestrian, bicycle and transit access are emphasized to ensure areas are walkable. Contains a mix of land uses ranging from commercial, high-density residential, office as well as institutional. Mixed-use developments offer residential uses above first floor commercial and office space.

The 2012 Downtown Plan designates this property as the “Near North” Downtown sub-district:

The character of this district transitions from the walkable core of the 100-300 blocks of Main Street to the automobile-related shops, offices, and restaurants on University Avenue. The area is characterized by a number of surface parking lots that support county employees and law offices. The city looks to redevelop this area to extend the core walkable character north along Race Street and Broadway Avenue. This area also contains the first phase of the Boneyard Creek Improvement Project which will provide an attractive gathering space for downtown visitors.

The Comprehensive Plan and Downtown Plan emphasize the desired walkability of this site and the surrounding area. Octapharma finds that 80 percent of their employees, and 65 percent of their donors

¹ Exhibit E – Octapharma Plasma Inc. Business Plan

drive a car to their facilities. As a condition of approval, staff recommend that six bicycle parking spaces be required to be installed, which would bring the property in compliance with Section VIII-7 of the Zoning Ordinance.

Discussion

Requirements for a Special Use Permit

According to Section VII-4.A of the Urbana Zoning Ordinance, an application for a Special Use Permit shall demonstrate the following:

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

The proposed plasma center would be conducive to the public convenience. It would occupy the old Save-A-Lot building, which is vacant. The site is in Downtown Urbana and is accessible by major roadways North Broadway Avenue to the west and North Vine Street to the east; there are sidewalks along Vine Street and Broadway Avenue, and an MTD bus stop on the east side of North Broadway Avenue. There are approximately 150 parking spaces on-site; the applicant anticipates that the plasma center will use 43 of the existing parking spaces. As a condition of approval, six bicycle parking spaces would be also installed.

2. *That the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious to the public welfare.*

The plasma center use would occupy 12,000 square feet of the existing building. No changes would be made to the footprint of the building, and the employees and donors would use the existing parking lot. The facility would operate from 7:00 a.m. to 7:00 p.m., seven days per week, which is similar to other uses in the area (e.g. Schnucks, Starbucks). The building is vacant, and the new use would occupy a relatively small part of an underutilized site in Downtown Urbana. The applicant would also install new bicycle parking, adhering to the desired walkability and bicycle-friendliness of Downtown. It does not seem that the use would be detrimental or injurious to the district or the public.

3. *That the proposed use conforms to the applicable regulations and standards of, and preserves the essential character of, the district in which it shall be located.*

The plasma center generally meets the intent of the B-4, Central Business district. “Hospital/Clinic” uses require a special use permit in all districts where they are allowed. They are permitted in the B-4 zoning district with a special use permit, and the building and use will comply with all regulations and standards of the district.

In addition to the requirements in Section VII-4.A of the Zoning Ordinance, the Plan Commission shall make a recommendation to the City Council for or against the proposed special use, and may also recommend such additional conditions and requirements on the operation of the proposed use as are appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of this Ordinance, including but not limited to conditions that:

1. Regulate the location, extent, and intensity of such uses;
2. Require adherence to an approved site plan;
3. Require landscaping and the screening of such use by means of fences, walls, or vegetation;
4. Stipulate a required minimum lot size, minimum yards, and a maximum height of buildings and structures;

5. Regulate vehicular access and volume, and the design and location of parking and loading areas and structures;
6. Require conformance to health, safety, and sanitation requirements as necessary;
7. Regulate signs and outdoor lighting; and
8. Any other conditions deemed necessary to affect the purposes of the Zoning Ordinance.

Public Input & Plan Commission

Staff published a legal ad in *The News-Gazette* to notify the public of the request and public hearing 15 days prior to the Plan Commission meeting. Staff also sent letters to 24 neighboring property owners (within 300 feet of the subject property), notifying them of the request, and posted a public hearing sign on the property. Staff did not receive any public input regarding the requested special use permit.

On June 23, 2022, the Plan Commission held a public hearing on this case. One member of the applicant team spoke at the public hearing. No members of the public spoke at the meeting, and no letters of public input were received prior to the meeting. The Plan Commission asked the applicant if they had plans to eventually expand the plasma donation center use beyond the 12,000 square feet. The applicant stated that they do not have plans to expand at this time. The special use permit would not be tied to a site plan, so it would apply to the entire site. If Octapharma were interested in expanding the use into more of the existing building, they could do so without another special use permit. After no further discussion, the Plan Commission voted to forward the case to City Council with a recommendation to approve the request, with the condition that six bicycle parking spaces will be installed (five ayes, zero nays).

Summary of Findings

1. Octapharma Plasma, Inc. requests a special use permit to operate a plasma donation center at 220 North Broadway Avenue in the B-4, Central Business zoning district.
2. Table V-1 of the Urbana Zoning Ordinance permits “Hospitals/Clinics” in the B-4 district with a special use permit.
3. The proposed use would be conducive to the public at this location, as the existing building is in Downtown Urbana, accessible by major roadways North Broadway Avenue and North Vine Street, sidewalks, and transit. Bicycle parking would be installed as a condition of approval.
4. The proposed use would not be injurious or detrimental to the B-4 zoning district or injurious to the general public, as the use would occupy a vacant building in Downtown Urbana.
5. The proposed use conforms to the regulations and standards of, and preserves the essential character of the B-4, Central Business zoning district in which it shall be located, as “Hospital/Clinic” uses require a special use permit in all districts where they are allowed, and the proposed use complies with the regulations for the district.

Options

City Council has the following options in Plan Case 2452-SU-22:

1. Approve the Ordinance to approve the special use permit as requested, based on the findings outlined in this memo; or
2. Approve the Ordinance to approve the special use permit with any conditions deemed appropriate or necessary for the public health, safety, and welfare, and to carry out the purposes of the City's municipal code; or
3. Deny the Ordinance. If the City Council elects to do so, it should articulate the findings supporting its denial.

Recommendation

On June 23, 2022, the Plan Commission voted with five ayes and zero nays to forward Plan Case No. 2452-SU-22 to the City Council with a recommendation for APPROVAL with the following condition:

1. That six bicycle parking spaces are installed, in conformance with Section VIII-7 of the Urbana Zoning Ordinance.

Staff concurs with the Plan Commission recommendation.

Attachments: Exhibit A: Location Map
Exhibit B: Zoning Map
Exhibit C: Future Land Use Map
Exhibit D: Site Photos
Exhibit E: Octapharma Plasma Inc. Business Plan
Exhibit F: Special Use Permit Application

cc: Kerry Clish, Octapharma Plasma, Inc., Applicant
Jenny Park, Meyer Capel

ORDINANCE NO. _____

AN ORDINANCE APPROVING A SPECIAL USE PERMIT

(Octapharma Plasma Donation Center at 220 North Broadway Avenue / Plan Case 2452-SU-22)

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

WHEREAS, Octapharma Plasma, Inc. has petitioned the City for approval of a special use permit to allow a plasma donation center at 220 North Broadway Avenue in the B-4, Central Business zoning district; and

WHEREAS, the proposed use would be conducive to the public at this location, as the existing building is in Downtown Urbana, accessible by major roadways North Broadway Avenue and North Vine Street, sidewalks, and transit. Bicycle parking would be installed as a condition of approval; and

WHEREAS, the proposed use would not be injurious or detrimental to the B-4 zoning district or injurious to the general public, as the use would occupy a vacant building in Downtown Urbana; and

WHEREAS, the proposed use conforms to the regulations and standards of, and preserves the essential character of the B-4, Central Business zoning district in which it shall be located, as “Hospital/Clinic” uses require a special use permit in all districts where they are allowed, and the proposed use complies with the regulations for the district; and

WHEREAS, after due publication, the Urbana Plan Commission held a public hearing on June 23, 2022, and voted with five (5) ayes, and zero (0) nays to forward Plan Case 2452-SU-22 to the Urbana City Council with a recommendation to approve the request for a special use permit, subject to the condition specified in Section 1 herein; and

WHEREAS, approval of the special use permit, with the condition set forth below, is consistent with the requirements of Section VII-4 of the Urbana Zoning Ordinance, Special Use Procedures, and with the general intent of that section of the Ordinance; and

WHEREAS, the City Council, after due consideration, finds that approving a special use permit as herein provided is in the best interests of the residents of the City and is desirable for the welfare of the City's government and affairs.

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

Section 1.

An Ordinance is hereby enacted and a special use permit is hereby approved to allow a plasma donation center at 220 North Broadway Avenue in the B-4, Central Business zoning district, with the following condition:

1. That six bicycle parking spaces are installed, in conformance with Section VIII-7 of the Urbana Zoning Ordinance.

LEGAL DESCRIPTION:

That part of Lot 2 of a Subdivision of Part of the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, described as follows:

Parcel A: Beginning at a point where the East Right of Way line of Broadway Avenue intersections the South Line of Lot 2 of a Subdivision of Part of the Southeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 8, Township 19 North, Range 9 East of the Third Principal Meridian, as recorded in Book 18 at Page 246 of Deed Records in the Office of the Champaign County Recorder; thence North 00°00'00" East along the East line of Broadway Avenue, 150.00 feet; thence South 83°49'19" East,

571.61 feet to the West Line of Vine Street; thence South 00°08'19" West along the West line of Vine Street, 88.00 feet to the South of said Lot 2; thence South 89°57'04" West along the South Line of said Lot 2, 568.08 feet to the place of beginning, situated in the City of Urbana in Champaign County, Illinois.

Parcel B: Commencing at a point where the East Right of Way line of Broadway Avenue intersects the South Line of Lot 2 of a Subdivision of Part of the Southwest ¼ of the Southeast ¼ of Section 9, Township 19 North, Range 9 East of the Third Principal Meridian, as recorded in Book 18 at Page 246 of Deed Records in the Office of the Champaign County Recorder; thence North 00°00'00" East along the East line of Broadway Avenue, 150.00 feet for a true place of beginning, thence North 00°00'00" East, along the East line of Broadway Avenue, 70.00 feet; Thence Easterly around a curve to the right having a radius of 2980 feet, an arc distance of 570.28 feet, said curve having a chord distance of 569.41 feet and a chord bearing of South 89°49'38" East to the West Line of Vine Street; thence South 00°08'19" West along the West line of Vine Street, 100.00 feet; thence North 83°49'19" West, 571.61 feet to the place of beginning, situated in the City of Urbana, in Champaign County, Illinois.

Commonly known as 220 North Broadway Avenue, Urbana, Illinois 61801
P.I.N.: 91-21-08-461-011

Section 2.

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

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

PASSED BY THE CITY COUNCIL this ____ day of _____, 2022.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this ____ day of _____, 2022.


Diane Wolfe Marlin, Mayor

Exhibit A - Location Map



Case No. 2452-SU-22
Subject Plasma Center Special Use Permit
Address 220 N. Broadway Ave.
Petitioner Kerry Clish, Octapharma Plasma, Inc.

Legend

 Subject Property
Urbana_2020

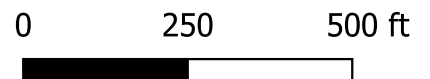
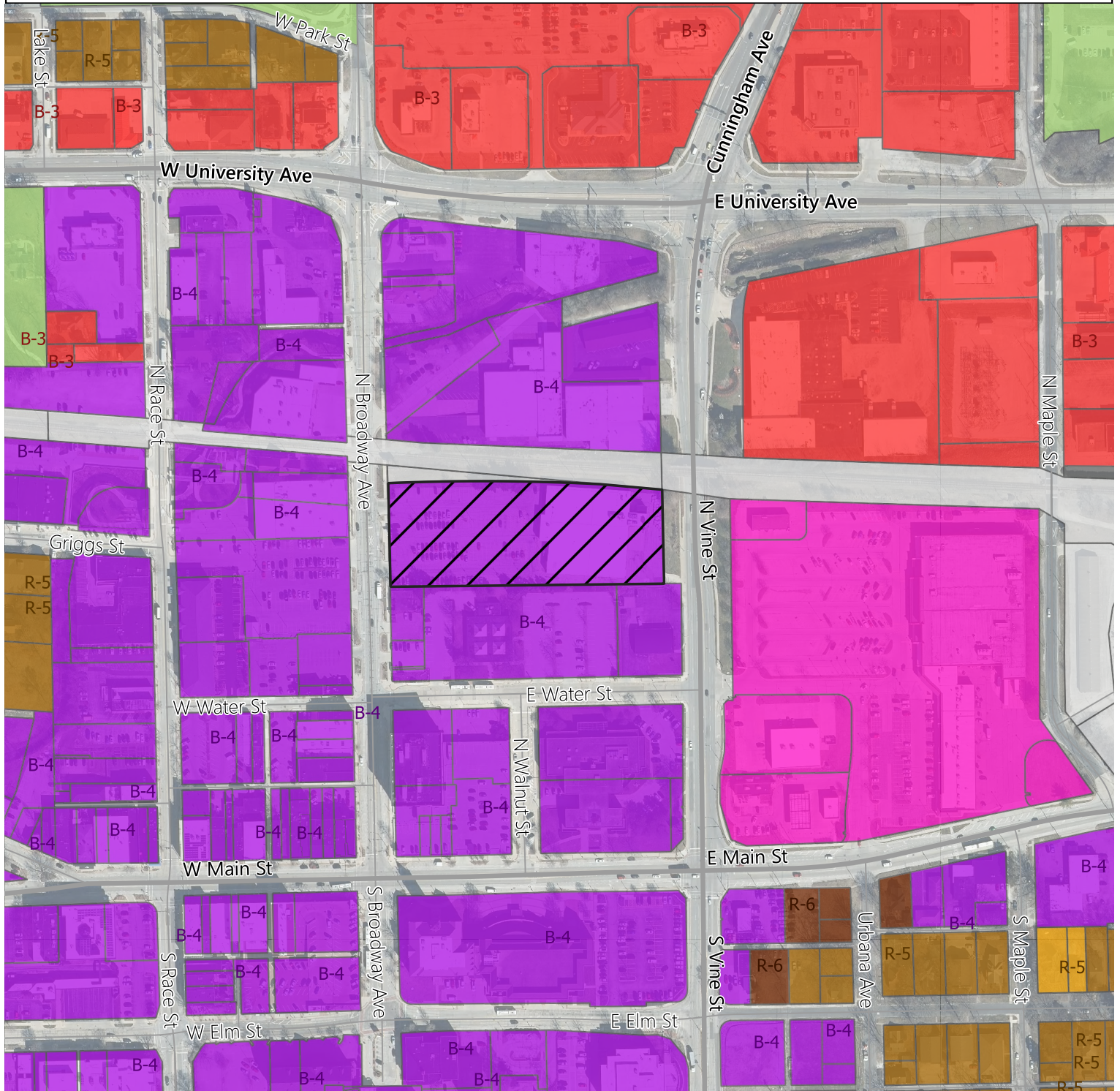


Exhibit B - Zoning Map



Case No. 2452-SU-22
 Subject Plasma Center Special Use Permit
 Address 220 N. Broadway Ave.
 Petitioner Kerry Clish, Octapharma Plasma, Inc.

Legend

Subject Property

Zoning

- B-3
- B-4
- B-4E
- CRE
- R-3
- R-5
- R-6

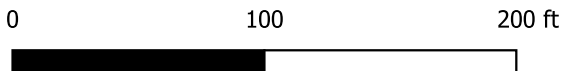
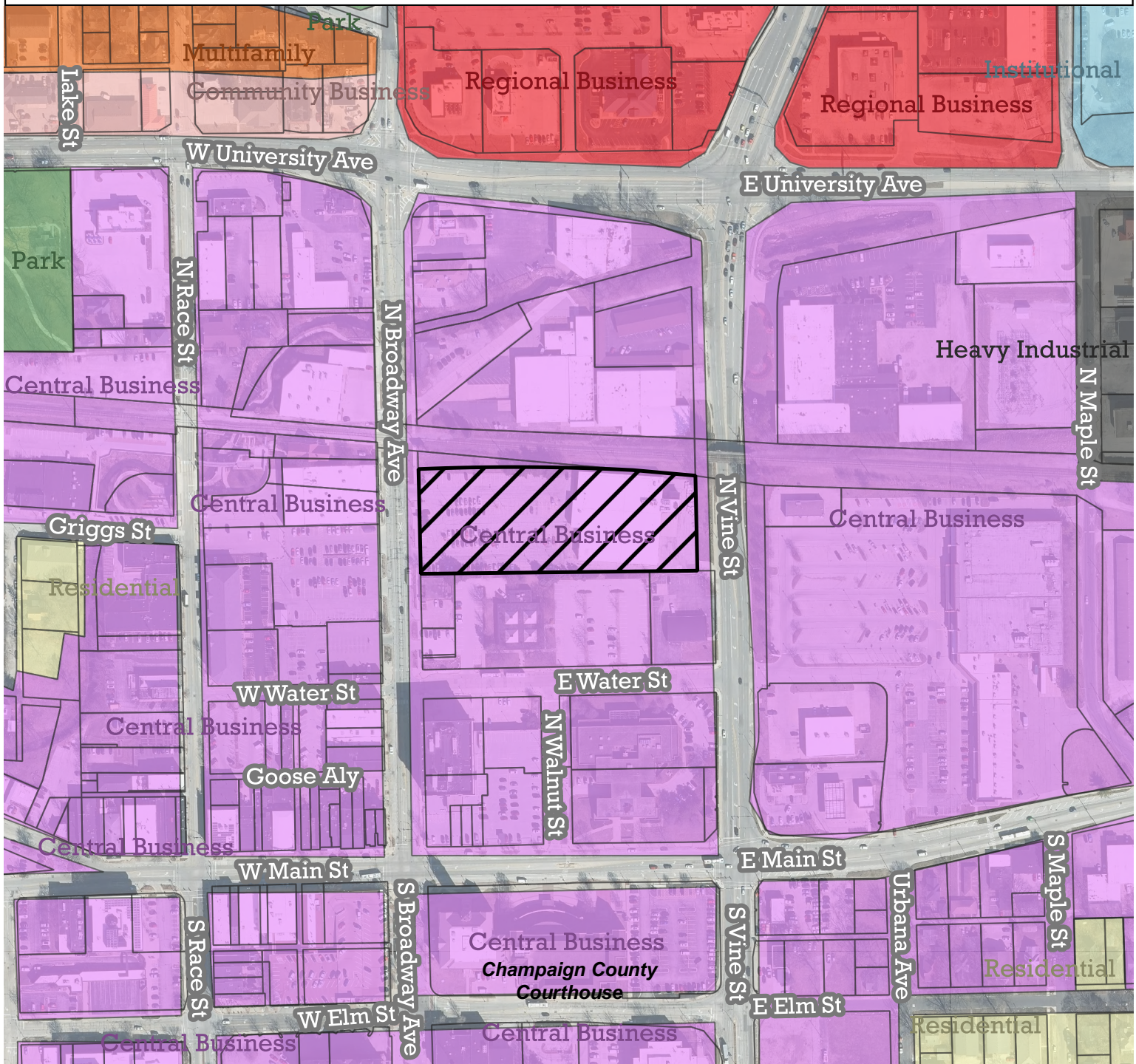


Exhibit C - Future Land Use Map



Case No. 2452-SU-22
 Subject Plasma Center Special Use Permit
 Address 220 N. Broadway Ave.
 Petitioner Kerry Clish, Octapharma Plasma, Inc.

Legend

-  Subject Property
- Future Land Use
-  Central Business
-  Community Business
-  Heavy Industrial
-  Institutional
-  Multifamily
-  Park
-  Regional Business
-  Residential



EXHIBIT D – Site Photos





EXHIBIT E - Octapharma Business Plan



May 20, 2022

The purpose of this letter is to outline Octapharma Plasma's business operation plan for a proposed new plasma donation center at 220 North Broadway Ave, Urbana, IL. Octapharma Plasma Inc. is a U.S.- based company collecting blood plasma used in life-saving medications. Included as part of this letter is the proposed floor plan for this site as well as photos of a typical donation center.

We operate 160+ plasma donation centers across the US which all have the same functions and operations. Typical layout of a plasma donation center is:

- Reception / waiting area where donors sign in
- Interview area for repeat donors
- Exam rooms for new donors, and annual exams for repeat donors
- Donor floor where plasma is collected
- Plasma processing where plasma bottles are labeled, samples are taken for testing, and the collected plasma is loaded into super-cold freezers (-38c)
- Shipping & receiving area in the rear of the premises
- Storage room
- Employee areas including offices, conference / training room, and break room

Our hours of operation are 7:00 AM until 7:00 PM, seven days per week.

The number of employees on site at any given time is 25 to 30 with two shifts each day.

Estimated cars (Both employee and donor) on site at any given time is 43.

We will have non-exclusive right to use the entire parking lot in the shopping plaza which has 147 parking spots available.

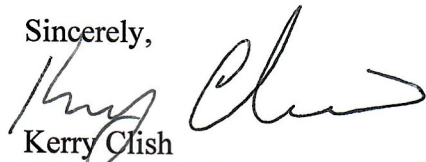
Brief overview of services provided:

- Each donor receives a full examination annually by a licensed medical professional, along with medical oversight and review upon each donation.
- Prior to each donation, the following tests/services are performed:
 - A medical summary, consisting of a full set of vitals.

- Hermatacrit examination/reading, which measures the percentage of a donor's red blood cells in their blood.
- Total protein reading.
- Draft and update the donor's Medical Health History summary.
- After each donation, per industry standard, (Regulated by State, Federal, and European Union) two samples of each plasma donation are collected and sent out for Viral Marker testing.
- Donor requirements
 - First time donors are required to bring a current, valid photo ID, Social Security card and proof of current address. During this first visit we do a health screening, review an in-depth medical questionnaire and take blood samples to ensure the donor can donate. In addition, donors must:
 - Be in good health.
 - Be between the ages of 18 and 64.
 - Have a healthy vein for drawing blood.
 - Weigh at least 110 pounds.
 - Not have gotten ear piercings, body piercings, tattoos or permanent makeup in the past 12 months.
- The first visit can take up to 2 hours because it includes a health screening and tests. After that, each visit takes about one hour. Also included during the first visit:
 - Watch an educational video about the plasma donation process.
 - Take medical history, review in-depth health questionnaire, explain confidential informed consent, explain the plasma donation process, and answer any questions.
 - A trained phlebotomist puts a sterile needle in a vein to draw blood. The donor relaxes on a donation bed while the blood cycles through special, sterile equipment that separates plasma from the other parts of the blood. A staff member checks on the donor during the process to ensure the donor is comfortable and to answer any questions.
- After the donation the donor receives payment on an Octapharma Plasma Visa debit card.
- A person can donate plasma as frequently as 2 times in 7 days, with at least 2 days between donations.

We ship and receive supplies through the rear of our donor centers via a semi-truck. All medical waste is stored and shipped according to all federal, state, and local requirements. We have a national contract with a company to pick up our medial waste which is stored in a locked room inside the donor center.

Sincerely,



Kerry Clish

Director of Facilities

Office: 704 – 654 - 4685

Cell: 704 – 806 -7460

EXHIBIT F - Special Use Permit Application



Application for Special Use Permit

PLAN COMMISSION

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

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Request Filed 05-20-2022 Plan Case No. 2452-SU-22
Fee Paid - Check No. 156822 Amount \$200.00 Date 05-25-2022

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

A SPECIAL USE PERMIT is requested in conformity with the powers vested in the Plan Commission to recommend to the City Council under Section VII-4 of the Urbana Zoning Ordinance to allow (*Insert proposed use*) plasma donation center on the property described below.

1. APPLICANT CONTACT INFORMATION

Name of Applicant(s): Octapharma Plasma, Inc. Phone: 704-806-7460
Address (*street/city/state/zip code*): 10644 Westlake Dr., Charlotte, NC 28273
Email Address: kerry.clish@octapharma.com

2. PROPERTY INFORMATION

Address/Location of Subject Site: 220 North Broadway Ave., Urbana, Illinois
PIN # of Location: 91-21-08-461-011
Lot Size: +/-2.78 acres
Current Zoning Designation: B-4
Current Land Use (*vacant, residence, grocery, factory, etc*): Vacant
Proposed Land Use: Blood Plasma Donation Center
Legal Description (*If additional space is needed, please submit on separate sheet of paper*):

See Exhibit A attached.

3. CONSULTANT INFORMATION

Name of Architect(s): Erik Jorgensen Phone: 913-341-2356

Address (street/city/state/zip code): 8010 State Line Rd. #150 Leawood, KS 66208

Email Address: eljorgensen@adgiaia.com

Name of Engineers(s): Phone:

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

Email Address:

Name of Surveyor(s): Phone:

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

Email Address:

Name of Professional Site Planner(s): Phone:

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

Email Address:

Name of Attorney(s): Jenny H. Park Phone: 217-352-1800

Address (street/city/state/zip code): 306 W. Church St., Champaign, IL 61820

Email Address: jpark@meyercafel.com

4. REASONS FOR SPECIAL USE PERMIT

Explain how the proposed use is conducive to the public convenience at the location of the property.

Octapharma Plasma, Inc. ("Octapharma") is a U.S. based company with 160+ facilities across 29 states that collects, tests and supplies blood plasma used in the manufacturing of life-saving medicines. Octapharma creates and operates first-class facilities which serve as tangible assets to the residents of the communities where Octapharma operates. Octapharma's proposed plasma donation center ("Plasma Center") will be designed and constructed to meet all applicable governmental and industry safety standards, will not modify the existing exterior footprint of the building (with the exception of adding a shipping rollup door in the back of the suite including an awning over the shipping and receiving area) or layout of the parking lot, and Octapharma will comply with all applicable City, State and Federal laws governing operation of the Plasma Center. The proposed redesign of the interior and exterior facade at the property will create a state-of-the-art plasma donation center within the City of Urbana and creating new jobs within the community.

Explain how the proposed use is designed, located and proposed to be operated, so that it will not be unreasonably injurious or detrimental to the district in which it shall be located, or otherwise injurious or detrimental to the public welfare.

The Plasma Center will be designed, constructed, operated and maintained such that it will be compatible with the surrounding uses of land and nearby area. The Plasma Center will be harmonious with the surrounding businesses and will not expand, increase or alter the size or configuration of the existing building on the property. The Plasma Center will have ample parking via the existing parking lot and will also be accessible to pedestrians. The Plasma Center will be a state-of-the-art facility which will fill a vacant building. Further, the proposed use of the Plasma Center will be less intense in terms of traffic and hours of operation than the previous use at the property as a grocery store.

Explain how the proposed use conforms to the applicable regulations and standards of and preserves the essential character of the district in which it shall be located.

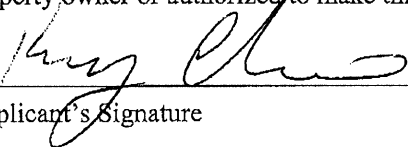
The Plasma Center will use the existing building in its current form but the proposed redesign of the interior and exterior facade to uplift the existing building and making it a state-of-the-art facility thereby improving and reviving the property. Octapharma will comply with all applicable City, State and Federal laws governing operation of the Plasma Center. The building would remain compliant with all other aspects of the regulations of the B-4 district (other than the special use permit necessary for a plasma donation center use) and would preserve or better the essential character of the property and surrounding properties.

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

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

CERTIFICATION BY THE APPLICANT

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



Applicant's Signature

5/20/22
Date

PLEASE RETURN THIS FORM ONCE COMPLETED TO:

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