

## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES



*Planning Division*

### m e m o r a n d u m

**TO:** Design Review Board and MOR Development Review Board

**FROM:** Lorrie Pearson, AICP, Planning Manager and Zoning Administrator

**DATE:** January 19, 2018

**SUBJECT:** Proposed combination of the Design Review and MOR Development Review Boards

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Previously some members of the Design Review Board and MOR Development Review Board have requested that the two boards be combined into one. Mayor Marlin has directed staff to implement that change. Changing the composition of the boards would require a text amendment to the Zoning Ordinance, which involves Plan Commission holding a public hearing and then making a recommendation to City Council. City Council could adopt the changes by approving an ordinance.

Staff would like to gather your input on the proposed composition prior to bringing the item to Plan Commission. The current composition of each board is summarized below and is followed by a potential composition of one board.

#### **Current Design Review Board composition (7 members):**

1. A member of the Urbana Plan Commission;
2. A member of the Urbana Historic Preservation Commission;
3. An architect;
4. A local developer;
5. Three residents of Urbana. The residents shall include a representative from each design review district who resides in the district. If there is only one design review district, the second and third residents should reside elsewhere in the City.

#### **Current Mixed-Office-Residential [district] Development Review Board composition (7 members):**

1. A member of the Urbana Plan Commission;
2. A member of the Urbana Historic Preservation Commission;
3. A licensed architect;
4. A local developer;
5. An owner-occupant of property in the MOR, Mixed-Office Residential Zoning District;

6. A resident living inside or within 250 feet of the MOR, Mixed-Office Residential Zoning; District;
7. An owner of a local small business with fewer than 40 employees.

**Proposed composition of a combined board (7 members and 2 alternate members):**

1. A member of the Urbana Plan Commission;
2. A member of the Urbana Historic Preservation Commission;
3. A licensed architect;
4. A local developer;
5. Three individuals meeting the requirements of one of the following four categories:
  - A resident living inside or within 250' of the MOR Zoning District
  - A resident living inside or within 250' of the Lincoln-Busey Corridor Overlay District
  - A resident living inside or within 250' of the East Urbana Design Review Overlay District
  - An owner of a local small business with fewer than 40 employees [could become the future downtown representative should the Downtown Design District be adopted]
6. Up to two alternate members from any of the categories in #5

**Summary of Proposed Change**

The proposed composition attempts to include the same categories of members as each of the individual boards, while maintaining balance in representation among the different districts. The four members that were identical on the individual boards are proposed to remain the same.

To keep the board at what is commonly considered the ideal number of seven members, the proposal suggests that three members from a list of four possible categories be selected. However, up to two additional alternate members from those categories are also proposed. Alternates would participate in a meeting at any time a regular member was not able to participate. Having alternate members would allow the current members to continue to serve on the combined board and help ensure quorum at each meeting.

The proposal includes the current MOR member of a local business owner as one of those four categories. This category could easily be converted in the future to be a representative from the Downtown Design Overlay District, should that district be adopted.

The proposed composition does not call for an owner-occupant of the MOR district, but does keep the resident requirement. As the MOR district allows for a resident from within or 250' from the district, the additional 250' radius is proposed for the Lincoln-Busy Corridor and the East Urbana Overlay Districts as well. Each of those districts is small and at times, it has been a challenge to find volunteer members. Allowing residents from the adjacent block will better ensure the board has representation for that overlay district.