

**MEETING MINUTES**

**URBANA MOR DEVELOPMENT REVIEW BOARD**

**DATE:** March 17, 2011

**APPROVED**

**TIME:** 7:30 p.m.

**PLACE:** Urbana City Building – City Council Chambers  
400 South Vine Street  
Urbana, IL 61801

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**MEMBERS PRESENT:** Jennifer Gentry, Ben Grosser, Kim Smith

**MEMBERS ABSENT:** Brian Adams, Kevin Hunsinger

**STAFF PRESENT:** Robert Myers, Planning Manager; Teri Andel, Planning Secretary

**OTHERS PRESENT:** None

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**1. CALL TO ORDER, ROLL CALL, AND DECLARATION OF QUORUM**

The meeting was called to order at 7:43 p.m. Roll call was taken and there was not a quorum of four members present as required by Section XI-12.C.1 of the Zoning Ordinance.

**2. CHANGES TO THE AGENDA**

There were none.

**3. APPROVAL OF THE MINTUES**

No action was taken due to lack of quorum.

**4. COMMUNICATIONS**

There were none.

**5. CONTINUED PUBLIC HEARINGS**

There were none.

**6. OLD BUSINESS**

There was none.

**7. NEW PUBLIC HEARINGS**

There were none.

**8. NEW BUSINESS**

**Election of Chairperson**

This item was continued to the next meeting due to lack of a quorum.

**Election of Vice-Chairperson**

This item was continued to the next meeting due to lack of a quorum.

**9. AUDIENCE PARTICIPATION**

There was none.

**10. STAFF REPORT**

Robert Myers, Planning Manager, reported on the following:

- ✚ Vacant Positions on the MOR Development Review Board – There are two vacant positions on the MOR Development Review Board. Anyone interested in applying to serve on the board please contact the Mayor’s office.
- ✚ Vacant Position on the Design Review Board – There is a vacant position on the Design Review Board. Anyone interested in applying to serve on the board please contact the Mayor’s office.
- ✚ Levels of Review – The City had received three applications that fall under the administrative review level. These applications comply with the MOR Design Guidelines. The first application was for construction of a small rear deck with stairs to the back door at 310 West Green Street. The second application was for the installation of three egress basement windows at 411 West Green Street. The final application was for replacement of a stairway and porch on the rear of the brick apartment building at 603 West Green Street.

**11. STUDY SESSION**

There was none.

**12. ADJOURNMENT**

The meeting was adjourned at 7:49 p.m.

**Respectfully submitted,**

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Robert Myers, Secretary