

**MEETING MINUTES**

**URBANA MOR DEVELOPMENT REVIEW BOARD**

**DATE:** January 15, 2015

**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:** Dustin Allred, Scott Kunkel, Dannie Otto, Jeffery Poss, Kim Smith

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Jeff Engstrom, Interim Planning Manager; Kevin Garcia, Planner II; Christopher Marx, Planner I; Teri Anzel, Planning Administrative Assistant

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

Chair Poss called the meeting to order at 7:52 p.m. Roll call was taken and a quorum was declared present with all members present.

**2. CHANGES TO THE AGENDA**

Mr. Kunkel requested that the Board add a new item under New Business to explore combining the Design Review Board and the MOR Development Review Board into a single board. Chair Poss agreed.

**3. APPROVAL OF THE MINTUES**

The minutes from the December 15, 2011 meeting were presented for approval. Mr. Otto moved to approve the minutes as presented. Ms. Smith seconded the motion. The minutes were then approved by unanimous voice vote.

**4. COMMUNICATIONS**

- 2015 Brochure on the MOR Development Review Board

**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**

Chair Poss opened this item of business. Ms. Smith moved to nominate Jeffery Poss to continue to serve as Chairperson. Mr. Kunkel seconded the motion. With there being no other nominations, the motion was approved by unanimous voice vote. Mr. Poss accepted the position.

**Election of Vice-Chairperson**

Chair Poss opened this item of business. Ms. Smith moved to nominate Dannie Otto to serve as Vice-Chairperson. Mr. Kunkel seconded the motion. With there being no other nominations, the motion was approved by unanimous voice vote. Mr. Otto accepted the position.

**Discussion of Amendment to the Official Bylaws**

Chair Poss opened this item of business. He mentioned that the proposed amendment was discussed thoroughly during the Design Review Board meeting held prior to the start of this meeting and because four members of this board also serve as members on the Design Review Board and the fifth member, Dustin Allred, was present during the Design Review Board meeting, and there was no further questions or comments from the Board members, Chair Poss continued this item of business until their next meeting.

**Discussion of Combining the Design Review Board and the MOR Development Review Board**

Chair Poss opened this item of business. For the same reasons articulated in the Discussion of Amendment to the Official Bylaws, and because there was no further questions or comments from the Board members, Chair Poss directed City staff to research and work on merging the Design Review Board and the MOR Development Review Board into a single board. He, then, continued the item to their next meeting.

**9. AUDIENCE PARTICIPATIONS**

There was none.

## 10. STAFF REPORT

Jeff Engstrom, Interim Planning Manager, reported on the following:

- Cases Within the MOR Zoning District – He talked about the cases that were reviewed and approved within the district. They were as follows:
  - 401 West Green Street – Two cases were administratively approved, one to replace the roof, soffit, fascia, siding, windows and porch was approved on 02/06/2012 and one to replace the doors and the trim on the windows using hardyboard was approved on 03/15/2012.
  - 403 West Green Street – Case was administratively approved on 02/06/2012 to replace the roof, soffit, fascia, siding windows and porch.

## 11. STUDY SESSION

There was none.

## 12. ADJOURNMENT

Mr. Kunkel moved to adjourn the meeting. Ms. Smith seconded the motion. The meeting was adjourned at 7:59 p.m.

Respectfully submitted,

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Jeff Engstrom, AICP, Secretary