

April 16, 2008

**MINUTES OF A SPECIAL MEETING**

**URBANA ZONING BOARD OF APPEALS**

**DATE:** April 16, 2008

**APPROVED**

**TIME:** 6:00 p.m.

**PLACE:** Urbana City Building  
City Council Chambers  
400 S. Vine Street  
Urbana, IL 61801

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**MEMBERS PRESENT:** Paul Armstrong, Herb Corten, Joe Schoonover, Nancy Uchtmann, Charles Warmbrunn, Harvey Welch

**MEMBERS EXCUSED:** Anna Merritt

**STAFF PRESENT:** Robert Myers, Planning Manager; Lisa Karcher, Planner II; Teri Andel, Planning Secretary

**OTHERS PRESENT:** There were none.

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**WRITTEN COMMUNICATIONS**

- ◆ Participant Information Packet
- ◆ Program Evaluation
- ◆ Presentation Outline

**TRAINING**

**Introduction to the Zoning Board of Adjustment**

City staff provided an audio/web training conference for the Zoning Board of Appeals through the Lincoln Institute of Land Policy. Guest speakers were Stuart Meck, Jeri Parish, Jim Driscoll and Dwight Merriam. The training conference focused on three main topics, which were conducting Zoning Board of Appeals hearings, zoning variances and findings of fact and conditional and special uses.

Written communications are attached to these minutes.

Respectfully submitted,

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Robert Myers, AICP, Secretary  
Urbana Zoning Board of Appeals