UPTOWN DESIGN REVIEW COMMISSION

ANNUAL REPORT 2016

The Town of Normal Uptown Design Review Commission was established by the Town Council in 2002 and consists of seven (7) members appointed by the Mayor and Council. At the end of 2016, commissioners included Rick Kentzler (Chairperson), Dennis French (Vice Chairperson), Dave Burnison, Barbie Fuller, and Chuck McGuire. The Commission meets at 4:00 p.m. on the second Monday of every month at Uptown Station for its regularly scheduled meetings. All meetings are open to the public.

PURPOSE OF THE COMMISSION

The Uptown Design Review Commission applies design guidelines in the B-2 Central Business District in a manner that will foster and promote high quality, attractive development and rehabilitation of structures within the District. The powers and duties of the Commission are listed in Section 15.17-1(E) of the Town of Normal Municipal Code.

APPLICATION FOR CERTIFICATE OF COMPLIANCE

The Uptown Design Ordinance applies to all exterior building renovation, new construction or other exterior alterations to property located within the B-2 Central Business District that requires a permit from the Town. The UDRC issues a Certificate of Compliance to indicate that such renovation, construction or alteration complies with the design guidelines set forth in the Uptown Design Ordinance.

Applications for Certificate of Compliance go through the public hearing process unless the projects qualify for expedited review, which is available for projects costing less than $3,000.00, for the replacement of like materials that comply with the ordinance, and for emergency situations. When a public hearing is required, notice must be published. If the commission denies a Certificate of Compliance, the applicant may appeal to the Town Council. Applications for Certificates of Compliance are available in the Inspection Department, in the office of the City Clerk, and on the Town website at www.normal.org.

The Commission reviewed 9 applications for Certificate of Compliance in 2016, of which 6 underwent expedited review. All applications were approved. Table 1 provides a summary.

Table 1: Certificates of Compliance (2016)

Case No.	Address	Project Description	Decision
CC-16-02-01	208 Parkinson	Exterior Modifications and New Parking Lot	Approved
CC-16-02-02E	206 W. North	New Projecting Sign and Awning Lettering	Approved
CC-16-02-03E	121 E. Beaufort	Replace Door with Window to Match Store-front	Approved
CC-16-04-04*	1 Uptown Circle	New Construction (Mixed Use)	Approved
CC-16-09-05E	126 E. Beaufort	Add Windows in Bricked-in Area on 2nd Floor	Approved
CC-16-10-06	117-119 E Beaufort	Replace Wood Under Storefront Windows with Brick	Approved
CC-16-11-07E	115 W North	New Projecting Sign	Approved
CC-16-11-08E	315 W. Beaufort	New Wall Signs	Approved
CC-16-12-09E	208 Parkinson	New Monument Sign	Approved

*Items that require a code variance must also go before the Town Council for final approval. The Town Council approved variances for CC-16-04-04 on May 2, 2016 in a 6-0 vote.

Revisions to Uptown Design Code

No revisions to the Uptown Design Code were made in 2016.