



City of Highland

Building and Zoning

Combined Planning & Zoning Board
Virtual Meeting Minutes
February 3, 2021 7:00 P.M.

1. Call to Order – **7PM**

2. Roll Call

CPZB Members – Present – Chairman Brad Korte, Anthony Walker, Bob Vance, Shirley Lodes, Bill Koehnemann, Deanna Harlan and Al Stoecklin

Staff – Present – Breann Speraneo, Chris Conrad, Mike McGinley, Mallord Hubbard, Matt Kundrat, and Kim Kilcauski

3. General Business:

Approval of the January 6, 2021 Minutes

A motion was made by Deanna Harlan to approve the January 6, 2021 meeting minutes as written and seconded by Anthony Walker. 7 Ayes, 0 Nays. Motion approved.

Chairman Korte asked if anyone was going to address the board. If so, then the individual should answer in the affirmative. Chairman Korte administered the oath to those guests in attendance wishing to address the board. Guests taking the oath included Jenna Frey (Scooter's Coffee), Debbie Frey (Scooter's Coffee), Steve Kloss (Kloss Furniture), Jeff Wynne (907 Main), Jay Korte (St. Paul), and Don Jordan (St. Paul). Chairman Korte asked if there was anyone else. Hearing none, Chairman Korte moved on.

Chairman Korte asked staff to talk about the process for recusing from a vote. Breann Speraneo said that if a member does have a conflict of interest on any item on the agenda that they mute themselves during the discussion for that agenda item. She added that they should not participate in the discussion and when it comes time for the vote that they should simply state that they abstain.

4. Public Comment Section

Persons who wish to address the Combined Planning and Zoning Board regarding items not on the agenda may do so at this time. Speakers shall be limited to five (5) minutes or a reasonable amount of time as determined by the City Attorney. Any presentation is for informational purposes only. No action will be taken.

Chairman Korte opened the Public Comment Section regarding items not on the agenda at this time. Hearing none, Chairman Korte closed the Public Comment Section.

5. Public Hearings and Items Listed on the Agenda

Persons wishing to address the Combined Planning and Zoning Board regarding items on the agenda may do so after the Chairperson opens the agenda item for public hearing or for public comment. Speakers shall be limited to five (5) minutes or a reasonable amount of time as determined by the City Attorney.

6. New Business



City of Highland Building and Zoning

- a. Steven & Cecilia Kloss (2466 Becker Road, Highland, IL) are requesting to rezone a tract of land directly north of 135 Poplar Street from R-1-C Single-Family Residential to Industrial, pending annexation. (PIN# 02-1-18-33-00-000-016.006)

Chairman Korte opened the public meeting the request to rezone a tract of land directly north of 135 Poplar St. from R-1-C Single-Family Residential to Industrial, pending annexation. Matt Kundrat presented the report on the request for rezoning from R-1-C Single-Family Residential to Industrial, pending annexation. Breann Speraneo added that the property is currently out of city limits. It does mistakenly already show as Industrial on the Zoning Map, but that should be considered out of city limits at the moment. Matt Kundrat noted that the Comprehensive Plan and Future Land Use Map are considered policy guides to current and future development. While they do not have the force of an ordinance, it is generally recommended that municipalities adhere to the findings, policies, principals, and recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified. The subject property is denoted as Industrial on the Comprehensive Plan's Future Land Use Map. A warehouse is an appropriate use for the Industrial District. The property is currently zoned Madison County – Limited Manufacturing. The property will be annexed in as R-1-C. The property currently hosts a vacant lot and would be used to expand the warehouse south of the property. Matt Kundrat presented the Standards for Review for Zoning Amendments and Findings of Fact. He stated that the land to the North and East is vacant which is zoned Madison County M-1 Limited Manufacturing, to the South is the current Kloss Furniture Warehouse and to the West is Poplar Street Storage LLC which is zoned Industrial. Matt Kundrat included that the nearby property will not be negatively affected and this is a primarily industrial area. This property will not be used for residential purposes in the foreseeable future. Therefore, R-1-C is not the most suitable zoning for this property. The property is suitable for industrial uses, including the proposed use. The proposed zoning goes with the character of the area. The proposed map amendment is consistent with the City's Comprehensive Plan. There would not be a negative effect on public utilities, other needed public services and traffic circulation on nearby streets. The map amendment will promote the health, safety, quality of life, comfort and general welfare of the city. Matt Kundrat stated that Staff supports the rezoning of this property from R-1-C to Industrial (pending annexation), as Industrial is most appropriate for current and future uses. This rezoning would allow for the expansion of an existing business. Matt Kundrat asked if there were any questions. Chairman Korte asked if there were any questions or if the applicant would like to speak to this item as a public comment. Steve Kloss said that it must have been a mistake that the property was not already annexed in and when they bought the property they worked with the city, and he doesn't remember how it happened, but it was his knowledge that all of the property had been annexed in at that time. Steve Kloss said that it must have been a slip because there is only 80 ft that didn't make it and they bought those parcels in two parcels which are estimated around two acre plots. He went on to say he didn't know how it happened, but it should have been done back then. Steve Kloss added that they want to expand the warehouse to help with their current needs. He said right now they are renting another warehouse to help them through. Chairman Korte asked if there were any other questions or comments. Hearing none, Chairman Korte closed the public hearing. Chairman Korte asked if staff would like to add anything. Breann Speraneo stated that there were no concerns from Staff. Chairman Korte requested a motion to accept the item. A motion was made by Shirley Lodes and seconded by Deanna Harlan. Chairman Korte asked if there was any further



City of Highland Building and Zoning

discussion. Hearing none, Chairman Korte asked for a roll call vote. 7 Ayes. 0 Nays. Motion approved.

- b. Frey Coffee LLC (290 Kingsbury Court, Highland, IL) is requesting a special use permit for a drive-through at 12571 State Route 143. (PIN# 02-2-18-32-02-201-005)

Chairman Korte opened the public meeting on the request for a special use permit for a drive-through at 12571 State Route 143. Breann Speraneo presented the information on this agenda item. She stated that this is a request for a special use permit for a drive-through at 12571 State Route 143. The applicant and property owner for the case is Frey Coffee LLC. Breann Speraneo noted that she had the property starred on the map included in the presentation and that the property was that of the former Pizza Hut location. Breann Speraneo noted when showing additional photos in the presentation that the coffee area will be a coffee kiosk about 500 square feet and will not be going in the Pizza Hut building but rather in the parking lot area that she focused on in the photos. Breann Speraneo went on to say that the zoning matrix identifies “drive-through establishment” as a Special Use within the C-3 highway business district. The subject property is denoted as commercial on the Comprehensive Plan’s Future Land Use Map. A drive-through establishment is an appropriate Special Use for the commercial area. Surrounding uses include the North, South and East zoned C-3 and includes O’Reilly’s Auto Parts, McDonald’s and an apartment complex. The zoning to the West is Industrial/C-3 and includes Basler Electric and a farm field. Breann Speraneo went through the Standards for Review for Special Use Permits. The proposed Special Use is consistent with the Comprehensive Plan. The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets. The proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment. The proposed Special Use will not have a detrimental impact on the value of neighboring property or on the City’s overall tax base. The proposed Special Use will utilize public utilities. There are no facilities nearby that require special protection. Breann Speraneo included in the staff discussion that a coffee drive-through establishment would be an asset to the community and this proposal would make use of a currently vacant lot. The applicant has proposed to meet all necessary site requirements, including drive-through queuing, parking, and setbacks. Each of these items will be verified in the permitting phase. Traffic studies have recently been performed in the general area and this is an ideal area for a drive-through. Breann Speraneo stated that Staff had nothing further, but she and the applicants are available for questions. Chairman Korte asked if there were any questions for the applicant or if the applicant would like to make any comments. Debbie Frey said they are on the line to answer any questions that the board may have about the kiosk that they are planning to put there. Chairman Korte said that he pretty well got it from the drawings and things that he saw. Deanna Harlan asked if the parking spots drawn were just for the workers since it is a drive-through. Debbie Frey confirmed that was the case and there will not be any indoor seating, only a drive-through. Chairman Korte asked if anyone had further comments or questions prior to the closing of the public hearing. Hearing none, he closed the public hearing. Chairman Korte asked if Staff had further discussion. Breann Speraneo said that she did not have anything to add. Chairman Korte asked for a motion to approve the Special Use Permit for a drive-through at 12571 State Route 143. A motion was made by Deanna Harlan and seconded by Anthony Walker. Chairman Korte asked if there was any further discussion.



City of Highland Building and Zoning

Hearing none, he asked for a roll call vote. 6 Ayes, 0 Nays and 1 member had a technical issue and was unable to respond.

- c. TJO Holdings, LLC (875 Albert Avenue, St. Louis, MO) is requesting a variance to Section 90-242 of the Municipal Code to allow for an unpermitted building material for an addition within the C-2 Central Business District at 907 Main Street. (PIN# 01-2-24-05-07-201-018)

Chairman Korte opened the public meeting on the request for variance to Section 90-242 of the Municipal Code to allow for an unpermitted building material for an addition within the C-2 Central Business District at 907 Main Street.

Mike McGinley asked for the final vote tally for the previous item to make it more clear for the record. Chairman Korte responded that there were 6 positive votes, so the motion carries for the previous item.

Breann Speraneo presented the information on the variance to allow for corrugated steel within the C-2 district at 907 Main Street, the former chamber and bank building. She presented design renderings with a small corrugated steel addition to the rear and the side will remain brick. The addition will serve as a kitchen that will be another material. Breann Speraneo stated that the reason for the variance is that this is not a listed material within the C-2 Central Business District design standards, but the Combined Planning and Zoning Board is given the discretion to permit any unlisted material as they see fit. The surrounding properties are C-2 in all directions with a single-family residence to the North, city square to the South, vacant lots to the East and Starlight Dance Studio to the West. Breann Speraneo went on to present the Standards for Review. The need for a variance is the result of this property being located within the C-2 central business district. Corrugated steel is a permitted building material outright in other zoning districts. It is consistent with the purpose of the code. If a variance is not granted, the applicant will be required to use stone, marble, face brick, decorative wood trim and copper. It is the minimum deviation. The C-2 Central Business District design standards cause a need for this variance. The design standards give the Combined Planning and Zoning Board the authority to allow for the use of certain building materials on a case by case basis. The variance is a more appropriate remedy than an amendment to the zoning code. The variance will not alter the essential character of the area. Breann Speraneo noted in the Staff Discussion that the design TJO Holdings, LLC has presented for an addition to the building at 907 Main Street is both aesthetically pleasing and blends well with the surrounding area. City staff has no concerns. She said that both she and the applicant were available for questions. Chairman Korte asked if anyone would like comment in the public hearing. Hearing none, Chairman Korte closed the public hearing. He asked if there was further discussion by the Staff. Breann Speraneo responded that there was not. Chairman Korte requested a motion for TJO Holdings, LLC (875 Albert Avenue, St. Louis, MO) for a variance to Section 90-242 of the Municipal Code to allow for an unpermitted building material for an addition within the C-2 Central Business District at 907 Main Street. A motion was made by Deanna Harlan and seconded by Bill Koehnemann. Chairman Korte asked if there was any discussion. Chairman Korte made a comment that he might look at this differently if it was not at the rear of the building. Deanna Harlan agreed. Chairman Korte asked if there was any further discussion. Anthony Walker asked what the proposed finish was on the corrugated metal panels and is it natural that we are going to see it begin to rust over time or is it a prefinished panel that is going to have a finish that



City of Highland Building and Zoning

will protect it and keep it looking nice long term. Breann Speraneo replied that she believed it would be finished and in previous discussions they had noted there would be a protective coating on it and the applicants can correct her if it has been changed, but that is the latest. Chairman Korte asked if there was anything else. Hearing none, he asked for a roll call vote. 6 Ayes, 0 Nays and 1 member had a technical issue and was unable to respond. Motion approved.

- d. The City of Highland (1115 Broadway, Highland, IL) is requesting a variance to Section 90-242 of the Municipal Code to allow for an unpermitted building material for a public restroom within the C-2 Central Business District at 911/913 Main Street. (PIN# 01-2-24-05-07-201-017, 01-2-24-05-07-201-016)

Chairman Korte opened the public meeting on the City of Highland's (1115 Broadway, Highland, IL) request for a variance to Section 90-242 of the Municipal Code to allow for an unpermitted building material for a public restroom within the C-2 Central Business District at 911/913 Main Street. Breann Speraneo presented the information on the agenda item. She stated that this similar to the last case. This variance would allow for a variance to allow for imitation stone and stucco within the C-2 district. The applicant is the City of Highland and the current property owner is TJO Holdings; however, the City of Highland is in the process to purchase. The lots were marked in the photos presented. Breann Speraneo noted that the lots will be properly combined before the building would be placed. Pictures of the vacant lot was presented, a design of the proposed restrooms showing the style and the layout, the stucco material that will be used similar to many downtown buildings, and imitation stone that would go around the bottom to make it a little more aesthetically pleasing. Breann Speraneo said that this is the same section of the code as the last agenda item. Stucco and imitation stone or not specifically allowed in the C-2 Central Business District due to design standards, but the CPZB has the opportunity to permit these building materials at their discretion. The surrounding properties are all zoned C-2 with a single-family residence to the North, the city square to the South, Becker's Jewelers to the East and vacant building to the West. Breann Speraneo presented the Standards of Review. The need for a variance is the result of this property being located within the C-2 central business district. Imitation stone and stucco are permitted building materials outright in other zoning districts. It is consistent with the code. If a variance is not granted, the applicant will be required to use stone, marble, face brick, decorative wood trim and copper. It is the minimum deviation to the code. The C-2 Central Business District design standards cause a need for this variance. The design standards give the Combined Planning and Zoning Board the authority to allow for the use of certain building materials on a case by case basis. The variance is a more appropriate remedy than an amendment to the zoning code. The variance will not alter the essential character of the area. Breann Speraneo said in the Staff Discussion the City of Highland is seeking this variance for new public restrooms on the square. The restrooms will also serve as a storm shelter and the design will fit in with the surrounding area. Breann Speraneo added that she would be happy to answer any questions. Chairman Korte asked where this would be located on the lots. She responded that this would be located in the rear and centered in the lots toward the parking area. Chairman Korte asked if there was further discussion before closing the public hearing. Hearing none, he closed the public hearing and asked if there was further staff discussion. Breann Speraneo responded that there was not any further discussion. Chairman Korte asked for a motion to approve the request to allow a variance to Section 90-242 of the Municipal Code for the City of Highland to allow for an unpermitted building material for a public restroom within the C-2 Central Business District at 911/913 Main Street with the material



City of Highland Building and Zoning

to match what the board was shown at this meeting. A motion was made by Deanna Harlan and seconded by Anthony Walker. Chairman Korte asked if there was further discussion. Hearing none, Chairman Korte requested a roll call vote. 6 Ayes, 0 Nays and 1 member had a technical issue and was unable to respond. Motion approved.

- e. St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting special use permit for a place of public assembly at 1412 9th Street. (PIN# 01-2-24-05-08-203-013)

Chairman Korte opened the public meeting on St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting special use permit for a place of public assembly at 1412 9th Street. Breann Speraneo presented the information on the request for a Special Use Permit to allow for a place of public assembly in the C-2 central business district at 1412 9th Street. The location was starred on the map shown. Photos of the church were also shared. She noted that a Special Use Permit is not on file for the church and they are expanding the church. She added since we do not have a Special Use Permit, in order to increase the use they need a Special Use at this time. The zoning matrix identifies “place of public assembly” as a Special Use within the C-2 central business district. The subject property is denoted as downtown on the Comprehensive Plan’s Future Land Use Map. A place of public assembly is an appropriate Special Use for the downtown area. Surrounding properties are zoned C-2 all around with residential single- and multi-family to the North, St. Paul School to the South, a vacant parcel to the East and a convent to the West. Breann Speraneo went on to present the Standards of Review. The proposed Special Use is consistent with the Comprehensive Plan. The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets. The proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment. The proposed Special Use will not have a detrimental impact on the value of neighboring property or on the City’s overall tax base. The proposed Special Use will utilize public utilities. St. Paul School is to the south of the proposed expansion of the place of public assembly. This is owned by the applicant and the proposed expansion will not interfere with the protection of the school. Breann Speraneo presented the Staff Discussion stating a place of public assembly currently exists at this location with no issue. Given that staff does not have a Special Use Permit on file for the current place of public assembly, the owners must obtain one now in order to further expand the use. Breann Speraneo asked if there were any questions for her or the applicants. Chairman Korte asked if there were any questions or comments. Hearing none, he closed the public hearing. Chairman Korte asked if there was any further discussion from the staff. Breann Speraneo replied that there was not. Chairman Korte requested motion to approve a Special Use Permit for St. Paul Catholic Church at 1412 9th Street, Highland, IL for a place of public assembly at 1412 9th Street. A motion was made by Bob Vance and seconded by Bill Koehnemann. Chairman Korte asked if there was any further discussion. Hearing none, he asked for a roll call vote. 4 Ayes, 0 Nays, 2 Abstentions and 1 member had a technical issue and was unable to respond. Motion approved.

- f. St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting a variance to Section 90-242 of the Municipal Code to allow for windows to cover less than 30% of the upper façade in the C-2 Central Business District at 1412 9th Street. (PIN# 01-2-24-05-08-203-013)



City of Highland Building and Zoning

Chairman Korte opened the public meeting on St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting a variance to Section 90-242 of the Municipal Code to allow for windows to cover less than 30% of the upper façade in the C-2 Central Business District at 1412 9th Street. Breann Speraneo stated that she had combined all three variances for St. Paul Catholic Church into one presentation and they will need to be voted on separately. Breann Speraneo noted that the applicant and property owner is St. Paul Catholic Church at 1412 9th Street and they are requesting variances to allow for deviations from the Central Business District Design Standards to allow for windows to cover less than 30% of the upper façade, for windows to be oriented in a 2:1 horizontal direction and for exterior insulated finish system (EIFS) stucco-like material. She shared photos of the property and the design plan which incorporates the both the material and window orientation. Variance A is to Section 90-242 of the City of Highland Municipal Code. This is on the windows section, specifically windows must cover no less than 30 percent of the upper façade. Variance B is also to Section 90-242 of the code. This also regards windows orientation and placement. The windows must be vertical, with no less than a 2:1 ratio of height to width. Variance C is also to Section 90-242 this is the prohibited building material stating the exterior insulated finish system (EIFS) is not permitted in C-2 unless granted by the Combined Planning and Zoning Board. Surrounding properties are zoned C-2 all around with residential single- and multi-family to the North, St. Paul School to the South, a vacant parcel to the East and a convent to the West. Breann Speraneo presented the Standards for Review for Variances. The need for the variances is the result of this property being located within the C-2 central business district. All three variances are permitted outright in the other zoning districts. It is consistent with the code. If a variances are not granted, the applicant will be required to adhere to the central business district design standards as written in the code. It is the minimum deviation to the code. The C-2 Central Business District design standards cause a need for the variances. The design standards give the Combined Planning and Zoning Board the authority to allow for deviations from the design standards on a case by case basis. The variances are a more appropriate remedy than an amendment to the zoning code. The variances will not alter the essential character of the area. Breann Speraneo stated in the Staff Discussion that the design the St. Paul Catholic Church has presented for an addition to the church at 1412 9th Street demonstrates traditional design elements and conforms to the character of the area. City staff has no concerns. Breann Speraneo asked if there were questions for her or the applicant. Chairman Korte asked if she would go back to the picture of the whole building. He asked which windows were being discussed. Breann Speraneo replied that there were the upper windows. Chairman Korte noted that it looked like they were even set back from the roof line. Breann Speraneo responded that they were and the orientation is flipped from what is allowed in the code, but staff has no concerns with the design. Chairman Korte asked if there were other questions or comments. Hearing none, Chairman Korte closed the public hearing on the first item. He asked for a motion to approve a variance to Section 90-242 of the Municipal Code to allow for windows to cover less than 30% of the upper façade in the C-2 Central Business District at 1412 9th Street. A motion was made by Shirley Lodes and seconded by Bob Vance. Chairman Korte asked if there was any further discussion. Hearing none, he asked for a roll call vote. 4 Ayes, 0 Nays, 2 Abstentions and 1 member had a technical issue and was unable to respond. Motion approved.

- g. St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting a variance to Section 90-242 of



City of Highland Building and Zoning

the Municipal Code to allow for windows to be oriented in a 2:1 horizontal direction in the C-2 Central Business District at 1412 9th Street. (PIN# 01-2-24-05-08-203-013)

Chairman Korte opened the public meeting on St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting a variance to Section 90-242 of the Municipal Code to allow for windows to be oriented in a 2:1 horizontal direction in the C-2 Central Business District at 1412 9th Street. Chairman Korte asked if there was any discussion. He closed the public hearing and asked for a motion to approve the variance to Section 90-242 of the Municipal Code for St. Paul Catholic Church at 1412 9th Street to allow for windows to be oriented in a 2:1 horizontal direction in the C-2 Central Business District. A motion was made by Shirley Lodes and seconded by Bob Vance. Chairman Korte asked if there was any further discussion. Hearing none, he asked for a roll call vote. 4 Ayes, 0 Nays, 2 Abstentions and 1 member had a technical issue and was unable to respond. Motion approved.

- h. St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting a variance to Section 90-242 of the Municipal Code to allow for exterior insulated finish system (EIFS) stucco-like material in the C-2 Central Business District at 1412 9th Street. (PIN# 01-2-24-05-08-203-013)

Chairman Korte opened the public meeting on St. Paul Catholic Church (1412 9th Street, Highland, IL), on behalf of Catholic Pastoral Center (1615 W. Washington Street, Springfield, IL), is requesting a variance to Section 90-242 of the Municipal Code to allow for exterior insulated finish system (EIFS) stucco-like material in the C-2 Central Business District at 1412 9th Street. Chairman Korte asked if there was any discussion. He closed the public hearing and asked for a motion to approve the variance to Section 90-242 of the Municipal Code for St. Paul Catholic Church at 1412 9th Street to allow for exterior insulated finish system (EIFS) stucco-like material in the C-2 Central Business District. A motion was made by Shirley Lodes and seconded by Bob Vance. Chairman Korte asked if there was any further discussion. Hearing none, he asked for a roll call vote. 4 Ayes, 0 Nays, 2 Abstentions and 1 member had a technical issue and was unable to respond. Motion approved.

7. Calendar

- a. March 3, 2021– Combined Planning and Zoning Board Meeting

Breann Speraneo stated that there would be a March meeting. She added that the March meeting would be virtual.

- b. Adjournment

A motion was made to adjourn by Deanna Harlan. Meeting adjourned at 7:44PM.

NOTICE: The February 3, 2021 CPZB meeting at 7:00pm will be conducted virtually. To monitor the meeting, call 618-882-4358 and use conference ID# 267091. To have a comment read into the meeting minutes, email your comment to kkilcauski@highlandil.gov or submit it through our Citizen Request portal on our website.

Anyone requiring ADA accommodations to attend this public meeting, please contact Breann Speraneo, ADA Coordinator, at 618-654-7115.