



City of Highland

Building and Zoning

Combined Planning and Zoning Board Meeting Minutes
Meeting location: City Hall, 1115 Broadway
January 2, 2019 7:00 P.M.

1. Call to Order – **7PM**
2. Roll Call
CPZB Members – Present – Jim Gallatin, Deanna Harlan, William Koehnemann, Shirley Lodes, Bob Vance and Anthony Walker

CPZB Member – Absent – Brad Korte

Staff – Present – Scott Hanson, Mallord Hubbard, Mike McGinley and Kim Kilcauski
3. General Business
Approval of the December 5, 2018 Minutes
Motion to approve the minutes without changes made by Deanna Harlan, seconded by Bob Vance – 5 Ayes, 0 Nays and 1 Abstain. Motion carried.
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.
Vice Chairperson Gallatin opened the Public Comment Section. There were no comments from those in attendance. The Public Comment Section was closed.
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.
Vice Chairperson Gallatin reviewed the process and administered the witness oath to members of the audience prior to opening any public hearings.
6. New Business
 - a) Vice Chairperson Gallatin opened the Public Hearing for the Special Use Permit requested by Jedna, LLC (214 Country Club View, Edwardsville IL 62025) on behalf of Frey Properties of Highland, LLC (PO Box 467, Highland IL) to allow for a Drive-Through Establishment to be located at 2625 Plaza Drive, Highland, IL 62249, on property zoned C-3 Highway Business District (PIN# 02-2-18-32-13-301-003.)

Scott Hanson addressed the board noting that in 2018 the CPZB met 14 times. Scott Hanson presented the staff report on the orientation of property and the site plan. Derek Shashek of Jedna, LLC stated that his business partner operated Bethalto and Edwardsville Imo's. Derek went on to say that the window will be for pick-up of pre-ordered items only. Harlan asked if there were five vehicles in the stacking lane would there still be room on the south side of Flannigans for parking. Derek stated the back-up is usually no more than two vehicles. Derek will work with Flannigans as needed regarding possible parking issues. Derek thought that parking on the south side of Flannigans was employee parking. Harlan stated the parking on the south is not designated for employees only and her family parks there when going to Flannigans. She stated the plans look like parking would be tight. Derek will review parking and get back to the board. There was discussion on the easement and parking agreements. Mike McGinley stated there has been a shared parking agreement since the subdivision was created in 1992. Derek said they expect a lunch crowd and more delivery and pick-up in the evening. Harlan asked if with so many pizza places in town if there still a market. Derek said there is a lot of demand and believes there is a market. Discussion took place between board members and Derek regarding the awkwardness of the drive through lane and parking on the south end of the buildings. Scott Hanson stated it meets requirements. Vice Chairperson Gallatin clarified improvements will be made to the drive on the backside; Derek confirmed. Vance asked if other property owners approved; Derek acknowledged that they have talked to the owners of the south building and are trying to get a hold of owners to the north. Derek said the HVAC behind building will be moved to roof. Harlan asked location of dumpster. Dumpster is noted on the plans. Derek said they were trying to arrange for a mutual dumpster location with Flannigans. Discussion continued about additional traffic difficulties. Vice Chairperson Gallatin asked if there were any more questions. There were not any more questions. Vice Chairperson Gallatin closed the public hearing.

Scott Hanson presented the staff report including points of consideration, reviews and findings. Scott Hanson said they will look at Flannigans' parking again and the vehicle stacking in the drive through lane. There will not be order boxes. The HVAC and other obstructions behind building will be moved. Applicant will pave entire distance. Scott Hanson stated that the director of public works has verbally waived the traffic study and will be sending Scott something in writing. Walker asked what the drive is currently made of. Scott's response was limestone. Walker asked about water run-off. Scott answered that there will be a curb and that will help control run off. Vice Chairperson Gallatin asked if storage company had any concerns. Photo in PowerPoint shows the storage facility drive being higher than proposed drive through. Vice Chairperson Gallatin asked about drainage. Scott referenced a photo in the presentation. Harlan asked about the utility pole. Scott said the drive is still 14' not including utility pole location so there is still enough room. Walker asked if utility pole needed protection. Derek responded that a barrier pole could be added. Vice Chairperson Gallatin suggested posting the speed limit in the drive through lane.

Staff recommendations include the following conditions for approval:

- a. This Special Use Permit for a Drive Through facility is granted for the perpetual sole usage of the proposed restaurant use. Any change of Operator of the future restaurant use will require a new Special Use Permit.**
- b. The site plan that accompanies this SUP shall be adhered to with regard to the general layout of the queue lane placing it to the side and rear of the building with at least 5 stacking**

spaces and the revised parking plan for the subject lot, including a code compliant ADA parking space.

c. The applicant will pave the approximately 300 foot distance behind (to the west of) the buildings from 2625 Plaza Drive to 2603 Plaza Drive.

d. A minimum of 14 feet of width will be provided behind 2625 Plaza Drive to allow for an escape lane. This 14 feet with will be kept clear of obstructions such as HVAC units, trash receptacles, etc.

e. The Operator shall apply for an amendment to this Special Use Permit for any future alterations, modifications, or expansions of the use.

f. The Operator's failure to adhere to the conditions of the Special Use Permit will cause revocation of the same, and require immediate removal of the drive through operation.

Vice Chairperson Gallatin asked if there were further questions or comments. Hearing no further questions or comments, Vice Chairperson Gallatin closed the discussion.

Motion made to approve the Special Use Permit with the staff recommended conditions of approval by Deanna Harlan, seconded by Shirley Lodes – 6 Ayes, 0 Nays. Motion carried.

7. Calendar

a) February 6, 2019 – Combined Planning and Zoning Board Meeting

b) Adjournment – **7:36PM**

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