

**HIGHLAND, ILLINOIS  
MINUTES OF REGULAR SESSION  
COMBINED PLANNING & ZONING BOARD  
HIGHLAND AREA SENIORS CENTER, 187 WOODCREST DRIVE  
WEDNESDAY, DECEMBER 6, 2023  
7:00 PM**

**Call to Order:**

The December 6, 2023, meeting of the Combined Planning & Zoning Board was called to order at 7:02 PM by Chairman Anthony Walker.

**Roll Call:**

Members present: Chairman Anthony Walker, Deanna Harlan, Bill Koehnemann, Brad Korte, Shirley Lodes, Larry Munie, and Robert Vance.

Members absent: None.

Also present: Economic Development Coordinator Mallord Hubbard; City Attorney Michael McGinley via phone; and, Deputy City Clerk Lana Hediger.

**Approval of Minutes:**

Harlan made a motion to approve the minutes of the November 1, 2023, Regular Session meeting of the Combined Planning & Zoning Board; seconded by Koehnemann. Harlan, Koehnemann, Korte, Lodes, Munie, and Walker voted aye; Vance abstained; and, none voted no. The motion carried.

**Public Comments Relating to Items Not on the Agenda:**

No members of the public were present; and, no written comments were submitted by email or other means.

**Public Hearing Procedures:**

Chairman Walker reviewed the procedures for testifying on any items on this agenda during the hearings and offered to swear-in members of the public wishing to testify on any issue listed on the agenda. As no members of the public were present, none took the oath.

**New Business:**

- a) **Warson Development LLC (2 North Meramec Ave, 3<sup>rd</sup> Floor, St. Louis, MO 63105) is requesting a Special Use Permit for a short-term rental within the C-2 Central Business District, specifically at 1014 Laurel Street. PIN #01-2-24-05-06-104-035.**

Hubbard presented information related to this application for a Special Use Permit to allow for a short-term rental within the C-2 Central Business District at 1014 Laurel Street, as follows:

The applicant and property owner is Warson Development, LLC, of 2 North Meramec Ave, 3<sup>rd</sup> Floor, St. Louis, MO. The applicant is requesting the following Special Use Permit to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (zoning matrix). The zoning matrix identifies "short term rental" as a Special Use within the C-2 Central Business district.

**Consideration regarding the Comprehensive Plan and Future Land Use Map**

The subject property is denoted as downtown on the Comprehensive Plan's Future Land Use Map. A short-term rental is an appropriate Special Use for the downtown area.

**Surrounding Uses**

The surrounding properties to the north, south, east, and west, are zoned C-2, Central Business district. The property to the north is Voegele Photography Studio, to the south is the Rogier Insurance Agency, to the east is the Downtown Highland Square, and to the west is the rear parking lot.

**Findings of Fact based on the six standards of review listed in Section 90-79 of the Zoning Code include:**

1. The proposed Special Use is consistent with the Comprehensive Plan.
2. The proposed short-term rental would not have an adverse effect on public utilities or traffic circulation on nearby streets. Off-street parking is provided.
3. The proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment.
4. The proposed Special Use will not have a detrimental impact on the value of neighboring property. It will contribute to the City's overall tax base through the hotel-motel tax generated.
5. The proposed Special Use will utilize public utilities and will not have a detrimental impact on said utilities.
6. There are no facilities near the proposed Special Use that require the need for special protection.

**Staff Discussion and Recommendation:**

In addition to the Review Criteria listed above, Section 90-216 ("Short-Term Rentals"), Subsection C, of the Zoning Code requires four additional review criteria:

1. The proposed short-term rental does comply with all requirements listed in Section 90-216(b) of the Zoning Code.
2. Staff believes that this short-term rental, in conjunction with other short-term rentals, will not have a negative cumulative effect on the neighborhood on the City as a whole.
3. The short-term rental will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining properties, especially because of its location within the downtown core.
4. Staff believes that the proposed short-term rental will not have an adverse effect on the public health, welfare, or safety of the community.

Staff sees a need for more hospitality businesses in Highland and a new short-term rental would help to meet this demand.

It was noted that off-street parking is not required in the area enclosed by 12<sup>th</sup> Street, Walnut Street, 9<sup>th</sup> Street, and Pine Street, provided the site is located within 500 feet of a public parking lot or an alternative parking plan is approved. The subject property is located within 500 feet of a public parking lot and therefore no off-street parking is required.

*One member of the public (Greg Korte) arrived at 7:10 PM.*

Hubbard noted that staff recommends approval of the Special Use Permit.

**The Public Hearing on this issue was opened:**

There were no comments submitted via phone or email.

The applicant was not present.

There were no comments made by any member of the public.

**The public hearing on this issue was closed.**

Vance made a motion to recommend approval of the request for a Special Use Permit to allow a short-term rental at 1014 Laurel Street; seconded by Harlan.

There was no board discussion.

The vote was taken by roll call: Harlan, Koehnemann, Korte, Lodes, Munie, Vance, and Walker voted aye; none voted no. The motion carried.

Chairman Walker noted that the board's recommendation will be forwarded to the City Council for their consideration at their meeting to be held on December 18, 2023.

**Items B & C removed from the agenda at the request of the applicant.**

Hubbard noted that the applicants for Items B & C requested to have those items removed from this agenda as they are working with a solar company on this project and the solar company requested additional time to design and prepare the site plan. We expect them to reapply early in 2024.

Chairman Walker then offered to reopen the public comment portion of the meeting for Greg Korte if he had any issue he wanted to bring before the board. Mr. Korte declined.

**Next Meeting:**

The next meeting of the Combined Planning & Zoning Board is scheduled for Wednesday, January 3, 2024.

**Adjournment:**

Korte made a motion to adjourn; seconded by Lodes. All members voted aye. The motion carried so the meeting was adjourned at 7:14 PM.