



City of Highland

Building and Zoning

Combined Planning & Zoning Board Agenda
City Hall – 1115 Broadway
July 7, 2021 7:00 P.M.

1. Call to Order
2. Roll Call
3. General Business:
Approval of the June 2, 2021 Regular Meeting Minutes
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.
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
 - a. St. Paul Catholic Church (1412 9th Street) is requesting to have an 8' fence for a playground at 1409 & 1417 Broadway. PIN# 01-2-24-05-08-203-018; 01-2-24-05-08-203-019
 - b. Sharon K. Head (1222 Broadway) is requesting a Special Use Permit to allow for apartments at 1222 Broadway within the C-2 Central Business District. PIN# -1-2-24-05-08-201-046
 - c. The City of Highland is requesting a text amendment to Section 90-216 of the Municipal Code to amend the supplemental regulations for short-term rentals.
 - d. Miles Maggio (801 N. Keebler Rd, Collinsville, IL), on behalf of Marge Donnelly (308 Laurel St) is requesting a Special Use Permit to allow for a short-term rental at 1320 Zschokke Street. PIN#01-2-24-05-11-204-030
 - e. Feldmann Homes, Inc. (13811 Frey Acres Drive) is requesting a preliminary plat review for a residential subdivision located to the south of Falcon Drive and to the north of Quail Drive, pending annexation.
7. Calendar
 - a. August 4, 2021– Combined Planning and Zoning Board Meeting
 - b. Adjournment

Citizens may attend in person or monitor the meeting by phone. 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 highlandzoning@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.



City of Highland Building and Zoning

Meeting Date:	July 7, 2021
From:	Breann Speraneo, Director of Community Development Gretchen Arnold, Community Development Intern
Location:	1409 & 1417 Broadway
Zoning Request:	Fence variance
Description:	Variance to allow for an 8' fence for a playground

Proposal Summary

The applicant is St. Paul Catholic Church (1412 9th Street). The applicant is requesting the following variance to Section 90-208 of the City of Highland Municipal Code:

- **St. Paul Catholic Church (1412 9th Street) is requesting to have an 8' fence for a playground at 1409 & 1417 Broadway. PIN# 01-2-24-05-08-203-018; 01-2-24-05-08-203-019**

In order for a fence to exceed 6' in height, a variance must be granted.

In order for the applicants to be granted variance approval, the request must first be reviewed and approved by the CPZB as per 90-93 'Variances – Public hearing and notice requirements' of the Zoning Code.

Standards of Consideration

The Combined Planning and Zoning Board must utilize the following standards of consideration when determining whether to grant the variance:

1. The applicant acquired his property in good faith and where by reason of exceptional narrowness, shallowness or shape of his specific piece of property at the time of the effective date of this code, or where by reasons of exceptional topographical conditions or other extraordinary circumstances, that the strict application of the terms of the zoning regulations actually prohibit the use of this property in the manner similar to that of other property in the zoning district where it is located.

The applicant is seeking a variance for 8' high fencing for a playground.

2. The proposed variance is consistent with the general purpose of this chapter, section 90-1.

It is consistent.



City of Highland Building and Zoning

3. Strict application of this chapter of which the variance is requested would constitute unnecessary hardship upon the property owner represented in the application.

If a variance is not granted, the applicant would not be able to have a fence higher than 6'.

4. The proposed variance is the minimum deviation from such requirements that will alleviate the difficulties/hardship and allow a reasonable return on the property.

It is the minimum deviation.

5. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or applicant.

The applicant is seeking a variance for an 8' high fence for a playground.

6. The peculiar circumstances engendering the variance request are not applicable to other property within the district, and therefore, that a variance would be a more appropriate remedy than an amendment (rezoning).

A variance is the most appropriate remedy.

7. The variance, if granted, will not alter the essential character of the area where the premises in question are located, nor materially frustrate implementation of this city's comprehensive plan.

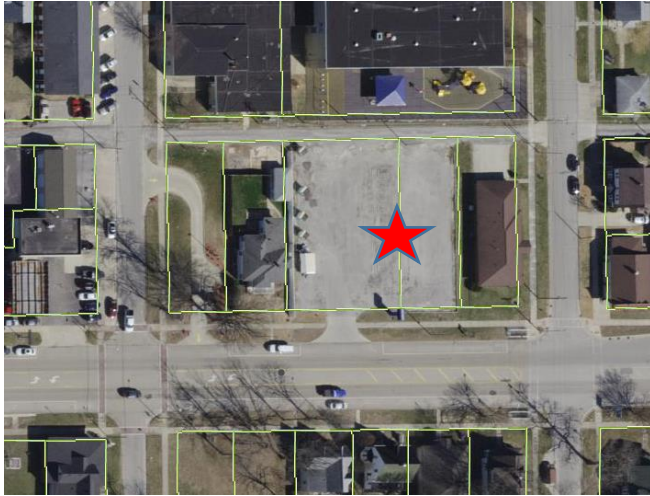
The character of the area and comprehensive plan would not be affected.

In granting a variance, the board may impose such conditions, safeguards and restrictions upon the premises benefited by the variance as may be necessary to reduce or minimize any potentially injurious effect of such variance upon other property in the neighborhood, and to carry out the general purpose and intent of these regulations.

Staff Discussion

St. Paul approached City staff about relocating their playground to 1409 & 1417 Broadway as a result of recent remodeling of the St. Paul campus. Given that the proposed location is off of Broadway, a main roadway, City staff requested that St. Paul apply for a variance to allow for a fence to be 8' in height along Broadway. City staff believes an 8' fence will help ensure the safety of children using the playground and vehicles and pedestrians on Broadway.

Aerial Photograph



Site Photos



EXHIBIT "A"
Variance Application

Return Form To:
Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-1901 (fax)

For Office Use Only
Date Submitted: _____
Filing Fees: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: St. Paul Catholic Church Phone: 618.654.2339
Address: 1412 9th Street Zip: 62249
Email Address: dczar@stpaulhighland.org
Owner: Mary Thole, contact Phone: 618.792.0104
Address: 14272 Baumann Road Zip: 62249
Email Address: dmthole72@gmail.comW

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 1409 & 1417 Broadway; PIN# 01-2-24-05-08-203-018; 01-2-24-05-08-203-019

Present Use of Property: St. Paul gravel parking lot

Proposed Use of Property: St. Paul playground

Variance Requested: An 8' high fence would be along Broadway as requested by the city, along with an 8' high, 8' long section at each corner. After that we are proposing a 6' high fence so has to not impede the view of the neighbors to the east, who have already expressed concern.

No fence should be required on the north end (alley side) since the alley will be blocked off when school is in session.

Code Section: 90-208

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>St. Paul School</u>	<u>C-2</u>
South	<u>Single-Family Residences</u>	<u>C-2</u>
East	<u>Single-Family Residence</u>	<u>C-2</u>
West	<u>Single-Family Residence</u>	<u>C-2</u>

The Combined Planning and Zoning Board shall not grant any zoning variance unless, based upon the evidence presented to them, they determine that:	Yes	No
1. Property Acquisition: The property was acquired in good faith and strict application of the terms of the Zoning regulations would prohibit the use of the property.	X	
2. Zoning Code Compliance: The granting of the variance desired will not be opposed to the general spirit and intent of the zoning regulations.	X	
3. Hardship: Strict application of this Chapter of which the variance is requested would constitute unnecessary hardship upon the property owner represented in the application;	X	
4. Minimal Deviation: The proposed variance is the minimum deviation from such requirements that will alleviate the difficulties/hardship and allow a reasonable return on the property;	X	
5. Uniqueness: The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or applicant.	X	
6. Public Interest: The variance is not applicable to other property within the district, and therefore, that a variance would be a more appropriate remedy than an amendment (rezoning), and	X	
7. Comprehensive Plan Compliance: The variance, if granted, will not alter the essential character of the area where the premises in question are located, nor materially frustrate the implementation of this City's comprehensive plan.	X	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

St. Paul Church

Mary Hoke, Capital Steward

 Applicant's Signature *Team*

6-2-2021

 Date

June 2, 2021

City of Highland
Building & Zoning Division
Highland, IL 62249

To Whom It May Concern:

St. Paul Catholic Church is requesting a zoning variance for the parking lot fence, presently located along Broadway, between Lemon and Olive Streets. As you know, St. Paul Church will be starting a building project soon. As the present parking lot/playground along Main Street, between Lemon and Olive, will be reconfigured it necessitates the removal of the playground system presently located on that lot.

St. Paul Church proposes turning the present parking lot that is off of Broadway into a play area for their students, as well as members of the community when school is not in session. In meeting with the chief of police and others, concern was expressed about playground balls inadvertently being kicked or thrown onto Broadway. St. Paul would like a variance to construct an 8' high fence along Broadway to avert this scenario. We also propose using an 8' section along each side at the southeast and southwest corners of the lot. After that we would like to use 6' fencing to match what is presently on the playground south of school.

St. Paul has also requested, and the police department indicated this would not be a problem, to block off the alley between this playground and the existing playground during the school day, at the northeast and northwest corners. This would allow students to access the playground area safely, while still allowing the two adjoining properties to access their garages. It seemed redundant to fence the north side of the new playground. Not doing so, would also allow St. Paul to access the playground with vehicles as necessary.

We propose a walk thru gate along the south (Broadway) side which will allow citizens to access and use the playground when school is not in session.

Please do not hesitate to contact me if you have questions or concerns that were not addressed here. I may be reached at 618.792.0104 or at dmthole72@gmail.com.

Thank you for your consideration.

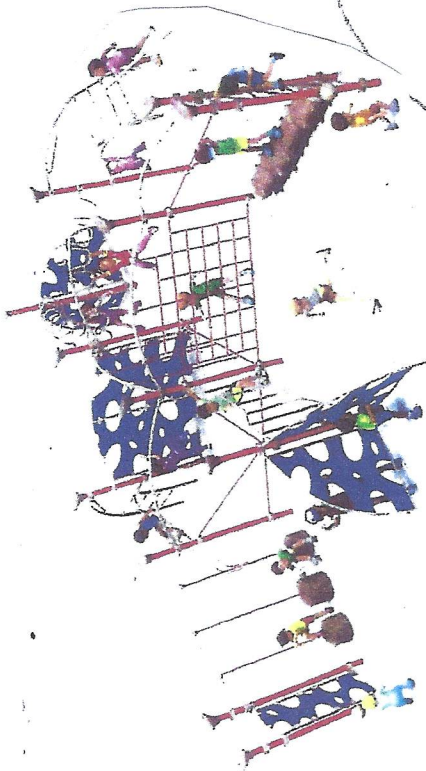
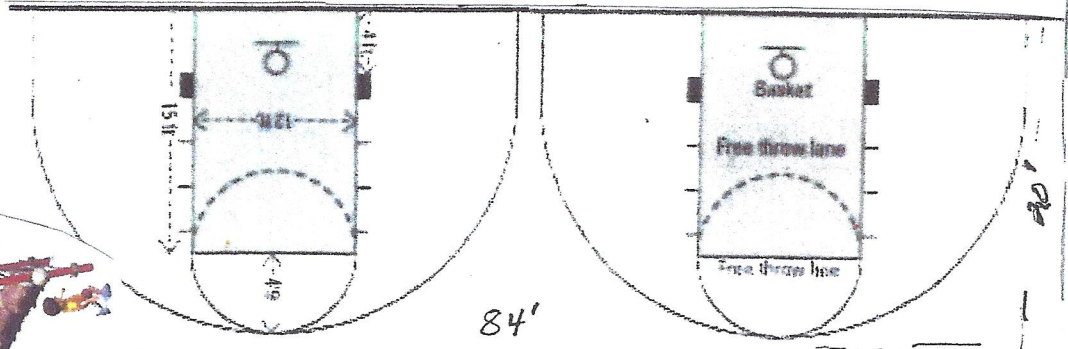


Mary Thole

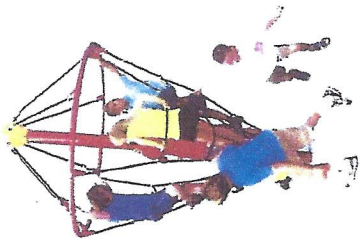
Existing playground south of school



Alley to be blocked off
when school is in session.



43' x 43'



18' x 18'

Proposed Playgrovrnd
on St. Paul lot between
Lemon + Olive, off Broadway.

6' fence

6' fence

8' fence
walk thru gate

8' fence

8' fence

Broadway



City of Highland Building and Zoning

Meeting Date: July 7, 2021

From: Breann Speraneo, Director of Community Development

Location: 1222 Broadway

Zoning Request: Special Use Permit

Description: SUP to allow for apartments within the C-2 central business district

Proposal Summary

The applicant and property owner is Sharon K. Head (1222 Broadway). The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

- Sharon K. Head (1222 Broadway) is requesting a Special Use Permit to allow for apartments at 1222 Broadway within the C-2 Central Business District. PIN# 01-2-24-05-08-201-046

The zoning matrix identifies “dwelling - multifamily” as a Special Use within the C-2 central business district.

Comprehensive Plan Consideration

The subject property is denoted as downtown on the Comprehensive Plan’s Future Land Use Map. Apartments are an appropriate use for the downtown area, although the City prefers that commercial properties within this area remain commercial.

Surrounding Uses

Direction	Land Use	Zoning
North	Meridith Funeral Home	C-2
South	Apartments	C-2
East	Dollar General	C-2
West	Doctor’s Office	C-2

Standards of Review for Special Use Permits

Below are the six (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or Special Use is consistent with the City's Comprehensive Plan;



City of Highland Building and Zoning

The proposed Special Use is consistent with the Comprehensive Plan.

2. The effect the proposed amendment or Special Use would have on public utilities and on traffic circulation;

The proposed Special Use would not have an adverse effect on public utilities or traffic circulation on nearby streets.

3. Whether the proposed design, location and manner of operation of the proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment;

The proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment.

4. The effect the proposed Special Use would have on the value of neighboring property and on this City's overall tax base;

The value of neighboring property is not expected to be affected. This property would be more beneficial to the City's overall tax base as a commercial use as opposed to the proposed residential use.

5. The effect the proposed Special Use would have on public utilities; and

The proposed Special Use will utilize public utilities.

6. Whether there are any facilities near the proposed Special Use, such as schools or hospitals that require special protection.

There are no facilities nearby that require special protection.

Staff Discussion

Staff believes that it is in the City's best interest to keep commercial properties in the downtown area commercial rather than allowing them to convert to residential, especially off of a main artery such as Broadway. If a special use permit to allow for apartments is granted, the apartment units will need to meet all current City codes and be registered within the rental program.



City of Highland
Building and Zoning

Aerial Photograph



Site Photos



EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: 4-7-2021
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: SHARON K HEAD Phone: 618-304-1843
Address: 1222 BROADWAY Zip: 62249
Email Address: shedeypress@msn.com
Owner: SHARON K HEAD Phone: SAME
Address: 1222 BROADWAY Zip: _____
Email Address: shedeypress@msn.com

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 1222 BROADWAY
Property is Located In (Legal Description): ORIGINAL TOWN LOT 6 50X140
Present Zoning Classification: COMMERCIAL Acreage: _____
Present Use of Property: BAR, Restaurant with apartment
Proposed Land Use: Turn BAR + Restaurant into apartments

Description of proposed use and reasons for seeking a special use permit:

Building has been for sale or lease for over a year. Would like to turn present building into apartments to be able to pay TAXES + INSURANCE which is approximately \$2,000 a year!

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Funeral Home</u>	<u>Commercial</u>
South	<u>Apartments</u>	<u>Commercial</u>
East	<u>Dollar General Store</u>	<u>Commercial</u>
West	<u>Dr. Office</u>	<u>Commercial</u>

Should this special use be valid only for a specific time period? Yes _____ No

If Yes, what length of time? _____

<i>Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.</i>		
	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Is the proposed special use consistent with this City's Comprehensive Plan;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required. ✓
2. A current plat, site plan, survey, or other professional illustration. ✓
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. A stamped copy from the Madison County Maps and Plats Department identifying all property owners within 250 feet of the subject property (see Exhibit "B").
6. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

Shawn K Head
Applicant's Signature

April 7, 2021
Date

April 7, 2021

My current building which formally housed Cypress Lounge of Highland has been on the open Market for one and a half years. Six months with Commercial Realtor and Twelve month by myself. I have advertised for Sale or Lease with no takers. I currently pay over \$8,000⁰⁰ a year in property taxes and insurance on said property.

I would like to remodel said building into two additional apartments to help off set my expenses.

I currently have five off street parking for this property and four street parking spaces.

I feel Highland does not need any more empty buildings.

Exterior of property would not be changed

Shaw-KHead, owner
1222 Broadway
Highland, IL 62249

1222 Broadway

PLANNING SHEET FOR CARPET INSTALLATIONS

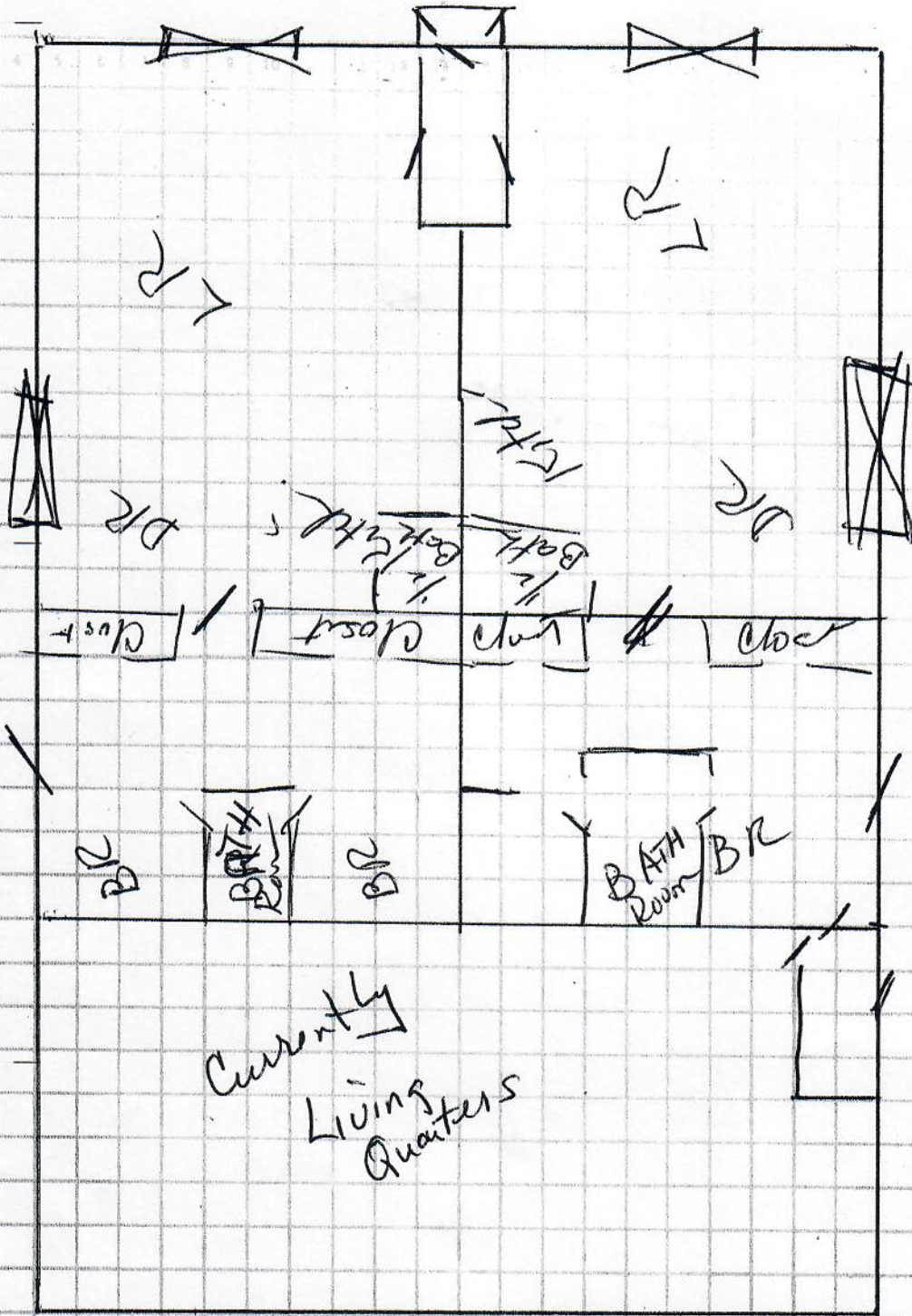
No installation is complete without Dayco Carpet Cushion — choice of experts

STORE NAME _____

DATE _____

ORDER No. _____

PURCHASER'S NAME _____



This planning sheet is especially designed for laying out carpet installations. Usually it is most practical to consider the squares equal to 1 foot.



City of Highland

Building and Zoning

Meeting Date: July 7, 2021

From: Breann Speraneo, Director of Community Development

Text Amendment: Article IV, Section 90-216 – Short-term rentals

Description: Amending the supplemental regulations for short-term rentals

Proposal Summary

The City of Highland is requesting a text amendment to Section 90-216 of the Municipal Code to amend the supplemental regulations for short-term rentals.

Upon further review of the supplemental regulations for short-term rentals, staff found that there was no language stating that a short-term rental unit must be owner-controlled. Staff believes it is important to add this language in order to ensure that the owner of the property is the party in control of the short-term rental.

Article IV, Section 90-216 – Short-term rentals.

Note: Red text is new text.

Sec. 90-216. - Short-term rentals.

(a) *Intent.*

- (1) The purpose of this section is to protect the public health, safety, sanitation, traffic control, or hazardous waste control, pollution control, and other specified circumstances in relation to short-term rentals.
- (2) Short-term rentals are distinct from bed and breakfast establishments in that prepared meals are not provided and only one group of patrons in a 24-hour period shall be allowed in a short rental.
- (3) Short-term rentals are distinct from hotel or motel establishments in that only one group of patrons in a 24-hour period shall be allowed in a short-term rental. Further, hotel or motel establishments are land uses allowed only in non-residential zoning districts.

(b) *Requirements.*

- (1) It shall be unlawful to rent, offer for rent, or advertise for rent a short-term rental without first obtaining a special use permit (SUP) issued by the City of Highland for the specific location.
- (2) All short-term rentals shall meet the following:
 - a. No rental or advertisement for rental for a period of time shorter than 20 hours.
 - b. No short-term rental may provide for food or beverage to any guests with the exception of pre-packaged food and drink items.



City of Highland Building and Zoning

- c. The SUP application shall identify what living space within the principal structure is available for short-term rental. If more than one living area is offered for short-term rental, those living areas shall be specifically identified and numbered on the SUP application. While a separate SUP application is not required for each living area, the applicant shall not be allowed to exceed the maximum number of short-term rentals identified in the SUP application.
 - d. Any short-term rental shall be subject to the hotel and motel tax and associated requirements of Article II Hotel and Motel Tax (Sections 70-26 to 70-33).
 - e. Short-term rentals shall be inspected annually for compliance with the requirements of Article VII Health Safety Inspection (Sections 33-211 to 33-260).
 - f. Short-term rental owners/operators shall be required to register with the City of Highland as a landlord per the provisions of Article VI - Landlord Registration (Sections 33-195 to 33-201).
 - g. The SUP application shall include owner and property identification information, including emergency contact and insurance information, to be provided to the City of Highland Police Department.
 - h. The maximum number of overnight occupants shall not exceed that allowed per the Building Code.
 - i. Off-street parking locations shall be identified on the SUP application.
 - j. The applicant shall be responsible for confirming that the use of the property and structure as a short-term is allowed by any applicable covenants and restrictions. Approval of a SUP by the City of Highland shall not circumvent these covenants and restrictions.
 - k. **Short-term rentals must be owner-controlled, meaning that a property owner may not rent the property to an individual (renter) and allow the renter to utilize the unit as a short-term rental. The owner may manage the property outright or contract an entity for professional management services so long as the contracted entity is only contracted for said services and is not leasing the property from the owner.**
- (c) *SUP Criteria.* In reviewing a special use permit application, the combined planning and zoning board shall consider and affirmatively ascertain the following have been met:
- (1) The proposed short-term rental has complied with all provisions of subsection (b) (Short-Term rental requirements).
 - (2) The proposed short-term rental will not cause a negative cumulative effect when considered in conjunction with the effect of other short-term rentals in the immediate neighborhood.
 - (3) The proposed short-term rental will not have a substantial adverse impact on the use, enjoyment, or property values of adjoining properties.
 - (4) The proposed short-term rental will not have an adverse effect upon the public health, welfare, or safety of the community.



City of Highland Building and Zoning

Meeting Date: July 7, 2021

From: Breann Speraneo, Director of Community Development

Location: 1320 Zschokke St

Zoning Request: Special Use Permit

Description: SUP to allow for a short-term rental in the R-1-D district

Proposal Summary

The applicant is Miles Maggio and property owner is Marge Donnelly. The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

- Miles Maggio (801 N. Keebler Rd, Collinsville, IL), on behalf of Marge Donnelly (308 Laurel St) is requesting a Special Use Permit to allow for a short-term rental at 1320 Zschokke Street. PIN# 01-2-24-05-11-204-030

The zoning matrix identifies “short term rental” as Special Use within the R-1-D single family residential zoning district.

Comprehensive Plan Consideration

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

Direction	Land Use	Zoning
North	Single-Family Residence	R-1-D
South	Single-Family Residence	R-1-D
East	Single-Family Residence	R-1-D
West	Single-Family Residence	R-1-D

Standards of Review for Special Use Permits

Below are the six (6) consideration items listed in Section 90-79 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or Special Use is consistent with the City's Comprehensive Plan;



City of Highland Building and Zoning

The proposed Special Use is consistent with the Comprehensive Plan.

2. The effect the proposed amendment or Special Use would have on public utilities and on traffic circulation;

The proposed short-term rental would not have an adverse effect on public utilities or traffic circulation on nearby streets. Off-street parking needs to be identified.

3. Whether the proposed design, location and manner of operation of the proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment;

The proposed Special Use will adequately protect the public health, safety and welfare, and the physical environment.

4. The effect the proposed Special Use would have on the value of neighboring property and on this City's overall tax base;

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 effect the proposed Special Use would have on public utilities; and

The proposed Special Use will utilize public utilities.

6. Whether there are any facilities near the proposed Special Use, such as schools or hospitals that require special protection.

There are no facilities near the proposed Special Use that require the need for special protection.

Staff Discussion

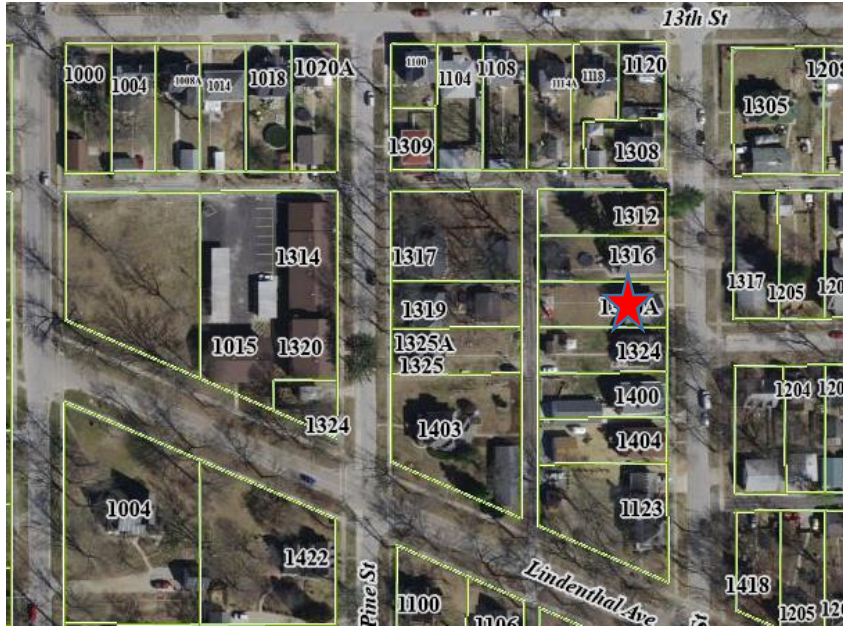
An application for a short-term rental for this property was recommended for denial by the Combined Planning & Zoning Board on April 7, 2021 and was denied by the City Council on April 19, 2021. This application is for the same home that was previously considered, but rather than proposing a special use permit for a short-term rental on just the main floor as in the original application, this application is requesting a special use permit for a short-term rental for the entirety of the home.

The short-term rental is not proposed to be controlled by the property owner, but rather by the renter of the property.

Aerial Photograph



City of Highland
Building and Zoning



Site Photo



EXHIBIT "A"
Special Use Permit Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Miles Maggio Phone: (618) 830-1817
Address: 801 N Keebler Rd Zip: 62234
Email Address: miles@kingdom-stays.com
Owner: Marge Donnelly Phone: (618) 791-0474
Address: 308 Laurel St Zip: 62249
Email Address: margedonnelly@yahoo.com

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 01-2-24-05-11-204-030

Property is Located In (Legal Description): KINNE LOUIS E ADD LOT 13 50X142

Present Zoning Classification: R-1-D Single Family Residence 50 Ft. Lot Width (0432 - Two Unit - Residential) Acreeage: 7100 sqft (0.163 acres)

Present Use of Property: Rental property for small family downstairs and seperate unit for apartment upstairs.
(0432 - Two Unit - Residential)

Proposed Land Use: Short-Term Rental, Whole-Home Accomodation Stays (no services or goods rendered)

Description of proposed use and reasons for seeking a special use permit:
Kingdom Stays is representing Marge Donnelly, the property owner, and guests that want to stay at:
1320 Zschokke St Highland, IL for the proposed use of a whole-home, short-term rental accomodation.
The attached application outlines exactly how the short-term rental will be managed. It also provides a
history and performance associated with utilizing this Kingdom Stays system of checks and balances
nested inside neighborhoods. This application provides a strong-degree of confidence that this use will incur a
net-positive impact on the use, enjoyment, and property values of adjoining properties.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Single Family Residential</u>	<u>R-1-D Single Family Residence 50 Ft. Lot Width</u>
South	<u>Single Family Residential</u>	<u>R-1-D Single Family Residence 50 Ft. Lot Width</u>
East	<u>Single Family Residential</u>	<u>R-1-D Single Family Residence 50 Ft. Lot Width</u>
West	<u>Single Family Residential</u>	<u>R-1-D Single Family Residence 50 Ft. Lot Width</u>

Should this special use be valid only for a specific time period? Yes _____ No X

If Yes, what length of time? _____

<i>Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.</i>	Yes	No
A. Will the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;	X	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	X	
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;	X	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	X	
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?	X	

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS.

Miles A. Maggio
 Applicant's Signature 

June 4th 2021
 Date

This letter is to certify that the whole home at 1320 Zschokke St Highland, IL 62249 is allowed by myself, Marge Donnelly, for the use of short-term rental, whole home accommodations to be managed by Kingdom Stays. Kingdom Stays has my full permission to provide short-term accommodations according to their process of screening guests and enforcing house rules.

Signed: M Donnelly
Marge Donnelly

Date: 6/10/2021

Julie A Nighoghossian
6/10/2021





Kingdom
Stays

Representing: Marge Donnelly

Highland, IL Special Use Permit For:

Whole-Home, Short-Term Rental Accommodations

**1320 Zschokke St
Highland, IL 62249**

kingdom-stays.com/neighbors

Introduction:

Thank you for your time and consideration regarding this special use permit. My intention is to represent the families and groups that want to stay at 1320 Zschokke St, and to represent Marge Donnelly, the property owner.

For this new use of residential properties, there are a lot of questions that arise so my intention is to be as transparent and as thorough as time will allow.

Since this is new to neighborhoods and communities, many of the screening, verification, surveillance, and house rules enforcement procedures err on the side of caution and safety for everyone. I can provide any additional documentation needed to support the following information provided.

I recognize that it is of extreme importance to ensure the safety, appeal, well-being, and comfortability of surrounding neighbors and properties. It would go against my strongest convictions if I thought there was the slightest chance anyone's property, land values, or safety was adversely impacted. In fact, my priority is to increase the value, appearance, and neighborhood dynamic more than your average neighbor would to see lasting, positive change.

While reviewing the following information, I ask that the Combined Planning and Zoning Board utilizes a reasonable standard to determine whether or not a Kingdom Stays short-term rental accommodation would meet the criteria outlined above.

Summary:

Marge Donnelly has the right to open her property as a short-term rental if the short-term rental will not cause a substantial adverse impact on the use, enjoyment, or property values of adjoining properties and the short-term rental will not have an adverse effect upon the public health, welfare, or safety of the community.

This application outlines exactly how the short-term rental will be managed. It also provides a history and performance associated with utilizing this Kingdom Stays system of checks and balances for whole-home accommodations that are nested within neighborhoods. These will provide a strong degree of confidence that this short-term rental, whole-home accommodation incurs a net positive impact on the use, enjoyment, and property values of adjoining properties as well as the fact that the short-term rental will not have an adverse effect upon the public health, welfare, or safety of the community.

The Kingdom Stays method in neighborhoods:

The safety and security systems in place have been developed through experience over the past two and a half years, with over 530 reservations, and over 1200 nightly stays. These systems are proven to be effective in their proactive measures to prevent any issues before they arise. They are designed to err far on the side of safety and caution for everyone nearby.

- Installed within the home will be a noise-level monitoring, smoke detector monitoring, and a “crowd detect” monitoring system that proactively alerts a representative of Kingdom Stays the moment guests are breaking the most important house rules. The noise-level monitoring system alerts a representative of Kingdom Stays the moment the prolonged noise-level is above 72 dBs (decibels) [equivalent to one notch/level above conversational noise level] based on a noise decibel chart. Upon being alerted of a “noise event” or a “crowd event” a representative of Kingdom Stays or myself proceeds to monitor the cameras closely and can know very quickly if the house rules are intended to be broken or not so proper communication can be established with the guest at that time. If no communication is established with guests then the owner, Marge Donnelly (who lives 4-minutes away), or a representative of Kingdom Stays will promptly arrive at the home. This alert system goes directly to the representative's smartphone and is always turned on and on their person at all times, even when asleep, it is set such that it wakes him/her up. [See Appendix C for more info.]
- Installed within the home will be a smoke-detector and carbon monoxide detector that proactively notifies the on-call representative of Kingdom Stays there was an alarm that went off in the house. Kingdom Stays has always and will always continue to reach out to guests to ensure they are safe and that everything is fine. This has always been false alarms where someone burned something small on the stove and it triggered a fire alarm. [See Appendix C for more info.] Additionally, every Kingdom Stays home has a fire extinguisher installed centrally on each level of the home and in the kitchen near the stove oven.
- Installed within the home will be a “crowd-detect” monitoring system that proactively alerts a representative of Kingdom Stays the moment an obvious threshold number of mobile devices of any kind is detected within the home. There is also an outdoor HD visual/audio camera system facing each entrance that will ensure the house rules and number of guest limitations are being enforced. [See Appendix D for more info.]
- As an added level of caution, audio and visual cameras will be installed viewing each entrance, drive-way, backyard, and front-yard so as to monitor the property at all times. A representative is alerted with movement and can monitor the premises live. A representative of Kingdom Stays monitors the cameras closely and can know very quickly if the house rules are intended to be broken or not so communication can be established with the guest at that time. This goes directly to a representative's smartphone, which is always turned on. [See Appendix D for more info.]

- Kingdom Stays guests are responsible families and groups that prefer a more valuable (expensive) stay. This naturally lends itself to a higher-profile, higher-quality guests. A conservative projection of the nightly price is \$148 per average nightly price once reviews and repeat clientele matures on the listing (when all costs are considered).
- Guests must first submit a government-issued ID and be verified on the booking platform before staying with Kingdom Stays. Kingdom Stays utilizes a platform that contains the largest data sets of comprehensive travel history to determine if guests are suitable for a short-term stay. There are additional requirements that the platforms require of guests as well, such as age and limitations on the number of guests. In addition to this, each guest must sign they have read and have understood the full house rules.
- Guest Application: Guests are asked a series of questions and based on these questions, and years of experience interpreting these responses, guests are accepted or declined. If there are unclear responses or additional questions needed, Kingdom Stays reaches out for clarification or to get the additional information from the guest prior to acceptance or denial of a reservation request application.
- Guest registration and verification process: Guests are sent expectations ahead of time, and are required to submit a form with their full information before check-in. If the information does not match that on the reservation then we will ask for that information.

This information includes:

- Reason for staying and submitting application
- Identifying individuals who are coming along
- Confirmation of number of guests that are going to be at the property
- Confirmation of reading, understanding, and abiding by the full house rules
- First and Last names
- Gender
- Birthdate
- Phone Number
- Email Address
- Picture of their government-issued photo ID
- Permanent Address
- Year, make, model, and color of the vehicle being used
- License plate number

If a guest is not fully verified then they are not given the address or access to the home and are asked to complete this process in full or cancel their reservation. This is very important to Kingdom Stays because we want to know who is staying in our homes in every reservation. They do not receive the address of the home until near to check-in time (after they have completed all above required processes), for security purposes.

- Neighbor relations: Kingdom Stays always reaches out and will continue to reach out to surrounding neighbors to answer any questions, fix any issues, and resolve any disputes

that may arise in the coming years. Kingdom Stays will mail packets out with more information, direct contact information, website, neighbor registration form, and more information about Kingdom Stays within a 250ft radius of the property. We understand that the neighbor's safety, security, and comfort level are important in this relationship with the property owner, the value of the home, and the relationship with the neighborhood. Kingdom Stays now has a web page for neighbors to get information about and further engage in the process at www.kingdom-stays.com/neighbors.

- Marge Donnelly, the property and short-term rental business owner, lives less than 5-minutes drive away and commits to responding promptly to very rare situations that require immediate in-person attention, quelling any concern that the property is not attended to in a rare situation that requires rapid in-person attention.
- Airbnb, Booking.com, VRBO, HomeAway, Direct Booking Website, technology, social media: None of these platforms are good nor bad but are driven by people who make decisions on these platforms that result in good or bad outcomes. Airbnb, for example, has over 6.1 million listings worldwide and is still growing. Watching a Youtube video of someone describing the risks related to Airbnbs would be as useful in determining risk of driving motorized vehicles by listening to testimonies of car crashes. Worst-case scenarios do exist within the law of large numbers but relevant risk is associated with specifically how someone drives the vehicle or utilizes the platform. Therefore, we cannot speculate on what a short-term rental could do but we need to specifically examine what they already are doing in the community with the current checks and balances in place.
- Kingdom Stays specifically pursues locations that would not cause injury to the use and enjoyment of the neighboring properties. Although the maximum number of guests will be restricted to 12, projections show that an upper-limit average of 4.8 guests will be staying at any given time.
- Kingdom Stays specifically pursues properties where a Kingdom Stays short-term rental, accommodations do not unduly impede parking, surrounding traffic flows, or create hazardous or unsafe conditions. Despite the fact that we will be placing a maximum limitation of vehicles parked in the immediate vicinity as 4 vehicles, there are already 3 off-street parking spaces behind the home. Additionally, projections show that these families and groups travel together and an upper-limit average of 1.8 vehicles will be parked in the immediate vicinity at any given time. Mandating that guests prioritize parking in off-street parking that is offered will ensure zero issues with parking. [Please reference Appendix A. for a diagram of all off-street parking available to guests at this property.]

- Lastly, we want to make a clear distinction between:
 - A. the rate of regular new faces and vehicles and vehicles each year and
 - B. the rate of new faces and vehicles that come and go from Kingdom Stays homes each day/hour.

Kingdom Stays homes experience new faces and vehicles on a regular basis, nightly/weekly. This is very different from what is called “intensity of use;” meaning, the number of individuals leaving the property and going to the property each day/hour are very closely characterized by a low-density residential home.

Historically, these families and groups nearly always travel together and go do things together and leave/arrive no more than 3 or 4 times in a given day, which is very comparable to a single family residential home. Amenity and trash use is a bit above normal single-family home use due to the use of more disposable, less bulk, items more suited for travel; however, utility use is actually a little lower than that of a single-family home due to the fact that families and groups choose to spend their time at nearby attractions while in town.

Lastly, guests do not use the property intensely since the enforced house rules additionally ensure there is no disruptive noise level across the neighbor’s boundary line. Wear and tear on a home is typical for that of a large single family although every aspect of the home is professionally managed so regular maintenance, upkeep, and cleaning is regular and ongoing anyway.

Kingdom Stays track record with neighborhoods and neighbors:

Several neighbors of Kingdom Stays homes have spoken about their experience living right next to or near a Kingdom Stays home. They have spoken without incentive, independently, and without being prompted:

- Neighbor (adjacent) of Kingdom Stays Fairview Heights home:
 - "I can personally say I have had 0 issues with you or any of your guests/tenants at any point since purchasing the property right behind mine. No noise issues, no upkeep issues, no party's or anything to complain about and as far as I know the neighbors around me have had no issues as well."
- Neighbor of Kingdom Stays home:
 - "If you continue to have the same type of guests come to this home then there will be no issues at all."
- Neighbor (adjacent) of Kingdom Stays Fairview Heights home:
 - "We have had no issues at all with the short-term rental. Upon looking up the listing, we were happy to see that it had great reviews and looks great on the inside."
- Neighbor (adjacent) of Kingdom Stays home:
 - "It has been really quiet since it has started up. We have had no issues at all as it relates to this property."
- Neighbor of Kingdom Stays home:
 - "I can see the home from my front balcony and we have never had any issues there."
- Neighbor of Kingdom Stays home:
 - "I've never seen anything wrong with it."
- Upon dropping off packages to neighbors in the immediately adjacent Kingdom Stays homes with more information about Kingdom Stays homes and direct contact information, Kingdom Stays has not had anyone reach out about the short-term rental, let alone voice any complaints or even concerns. If there were issues as they relate to guests coming into the neighborhood we would have heard about it already. Kingdom Stays homes do not even see a roll of toilet paper missing, let alone suspicious activity. The most exciting security camera footage thus far was of a curious squirrel inspecting the camera.
- There were two circumstances over the last 530 reservations at the previous Kingdom Stays homes managed where it was necessary to reach out to the guests and stop an attempt at a party. As a result of these systems, the party ceased immediately, there were no complaints by neighbors, and law enforcement was not even contacted. This is less than 1/3rd of 1% where an attempt at throwing a party occurred and there were zero issues as a result of these systems in place to deal with the matter before it escalated.

A Kingdom Stays homes are more secure, lends to less risk, and lends to less traffic congestion than general community and neighborhood standards:

- Kingdom Stays homes are more secure than the public building you are in right now. Current public buildings in Highland do not have the same screening and verification process required to enter Highland public buildings and facilities.
- Kingdom Stays homes are more secure than any of the surrounding parks. No one is screened, no one is required to submit their government-issued photo ID, verified to be accurate, and then monitored with comprehensive surveillance technology.
- Kingdom Stays short-term rental accommodation homes are as-safe, if not, safer than the surrounding single family homes, let alone the equivalent businesses and apartment complexes that are nested in neighborhoods. Most of the businesses and apartment complexes do not have a screening and verification process nor 24/7 noise-level monitoring/ entranceway audio-visual monitoring.
- Although an enforced maximum of 4 vehicles and 12 adults can be allowed on the premises at any given time, it is projected (with these limitations), that an upper limit of 4.8 average guests and 1.8 average vehicles will be parked in the immediate vicinity at any given time. Private, off-street parking is available for 3 vehicles at any given time. This ensures that every aspect of the building, traffic, and infrastructure use is entirely characterized by low-density residential use and appearance.
- Kingdom Stays homes are much less risk oriented and bring in less daily/hourly traffic than Express Vapors and Double J Doggie Play N Stay businesses, even though these businesses are surrounded on three sides by residential single family homes. Kingdom Stays homes are surrounded on all sides by single family homes and never experiences anywhere close to the level of food traffic, road traffic, parking, noise, and congregating that either of these businesses produce. These businesses additionally do not screen visitors, verify identity, and keep this information on file (many of these types of businesses do not have noise-level monitoring systems and surveillance on the property). There are many examples in Highland where living next to a commercial business like the ones mentioned previously does not cause a substantial adverse impact on the use, enjoyment, or property values of adjoining properties. Due to the systems in place and nature of the operation, Kingdom Stays homes are much more safe and secure and therefore causes less adverse impact than even businesses nested entirely inside Highland neighborhoods. Additionally this is because all aspects of Kingdom Stays homes are characterized by low-density residential single-family-sized or small-group-of-responsible-friends-living-together-sized homes.
- Kingdom Stays homes are more secure and lend to less risk with the screening, verification, technology surveillance, and house rules enforcement than existing home-owner occupied bed and breakfasts as homeowners do not get real-time updates of the home when they are away traveling, working, or running errands. This includes, but is

not limited to the bed and breakfast at the intersection of Cyprus and 6th St, the bed and breakfast located at the intersection of Walnut and 9th St., and the bed and breakfast that I am informed lives near the 1320 Zschokke St home. Neither of the previous bed and breakfasts mentioned causes any adverse impact (let alone substantial adverse impact) to the surrounding neighborhoods they are nested in. Additionally, the short-term rental home located at the intersection of 6th and Cypress St. does not cause an adverse impact (let alone substantial adverse impact) on the adjoining properties nearby. It is more than reasonable to say that therefore this short-term rental, whole-home accommodation would not cause an adverse impact (let alone substantial adverse impact) on the surrounding neighborhood and community it will be nestled in.

- Individuals or groups with “ill-intent,” (of any kind), would never want to pay money, disclose their full payment information, disclose a picture of their photo ID, make/model/color of vehicle, license plate number, birthdate, phone number, email address, permanent residence, temporary address, and have all that information confirmed before getting the address to the home or even getting access to a house they know is actively audio and visually monitored on each entranceway, noise-level monitored, smoke detector/ carbon monoxide detector monitored, monitored with “crowd detect”, and monitored for glass breaking.
 - Imagine a mere stranger walking up to you to greet you and you said, “hold on!” you need to show me your government-issued photo ID. Then the bystander said, “sure thing,” happy to let you take a photo copy of it and proceeded to greet you in which you said, “hold on!” I need to know your intention for coming to me.” In which, he or she explains the situation to your satisfaction. Imagine you repeat this for their license plate number, make/model, and color of your car, make them confirm favorable friend rules, their permanent address, their temporary address, confirm their phone number, confirm their email address, and even billing information and then you go and double check all this information just to find out it was all correct. You then inform them they will be audio and visually monitored during your friendship. Surprisingly, the new acquaintance still wants to be your friend but even more surprisingly you still stand there in suspicion of them wanting to bar them from friendship. Moreover, imagine this process occurs as your sibling does the same screening process many, many times over that turn into great friendships and amazing experiences over years yet you yourself still stop anyone from becoming your friend after this level of screening process. This is a good picture of what we are describing when we say we screen the guests yet we will still stand in suspicion of them; when, if they even attempted anything at all, there is a confirmed stack of information to hold them fully accountable for their actions. This is a massive amount of disincentive for individuals or groups with “ill intent” (of any kind) to not book in the first place and simply go elsewhere.

- Neighbors of Kingdom Stay homes are even less vulnerable and even less accessible and therefore take on less risks than the friend described in the analogy.
- Lastly, the proof is “in the pudding” so to speak when over the past two and a half years, over 530+ reservations and over 1200+ nights later the worst we have seen was 2 attempts to start a party resulting in zero neighbor complaints and a total of zero law enforcement involvement. For comparison’s sake, that is better than most standards used in residences in the area.



Kingdom
Stays

Kingdom Stay’s homes are designed to be a blessing to the neighborhood and community:

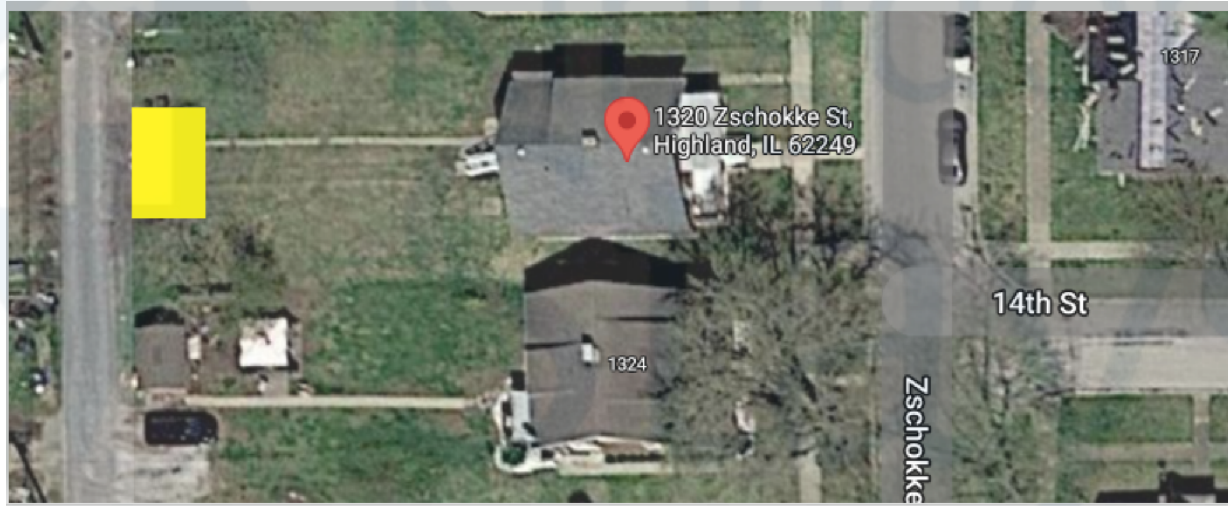
- Upon approval of the special use permit, Marge Donnelly, the property owner, has plans to greatly improve the home, curb appeal, lawn, and landscaping with the additional revenue generated as a result of the short-term rental accommodations. She is eager to further boost the property value, thus contributing to the overall value of the neighbourhood. The priorities and values of the short-term rental business and property owner of this home align directly with those in the surrounding neighborhood as increasing the appearance and value of the property commands higher rates in the area. (Property owners are incentivised to increase the value, curb appeal, and appearance of the home.)
- Medium and large-sized families increasingly prefer to stay in home accommodations as opposed to a standard hotel and motel accommodation. This is particularly true when it comes to this time in history during a pandemic and with increased levels of urban violence as renting a suburban short-term rental accommodation is not practical in a large city like St. Louis.
- This gives more accessibility, convenience, and options to families that want to come to visit family and partake in family events such as weddings, funerals, family get-togethers, and much more who wouldn’t otherwise come if there was not a short-term rental accommodation in town.
- This allows families to come and spend money in Highland as well as give the opportunity to tell others about Highland and will ultimately generate more economic opportunity for the city. While the guests tend to go to the City Museum, St. Louis Zoo, Archgrounds (as they open back up), they are now choosing to stay in Highland, thus generating local revenue and boosting the spending at local businesses, restaurants and coffee shops.
- This will give more accommodation options to families and small groups that want to travel to the new development at Highland and spend money.
- Having guests and local visitors stay in the area will result in more money spent locally in Highland, rather than nearby towns, larger businesses and hotel chains.
- Kingdom Stays homes generate more taxes for the cities they reside in.
- Kingdom Stays homes generate more work-based opportunities in the area where cleaners can bring their children to work and be competitively compensated. It is in the best interest of Kingdom Stays to hire cleaners who live locally, providing a means of employment to a member(s) of the community.

Precedence for short-term rental accommodations in Highland, IL:

- If this level of screening and verification does not safeguard against injury to the use and enjoyment of neighboring properties, then what screening and verification process will?
- If this level of precautions taken does not safeguard against injury to the use and enjoyment of neighboring properties, then what level of precautions will?
- Every aspect of life has some level of risk. This is not a zero-level of risk alternative (nothing is), this is an equivalent risk-level, if not, lower risk-level than a single-family home. This has been proven, over 2.5 years and over 525+ reservations that neighborhoods are secure, that everyone involved is safe. If not allowing a short-term rental system with this track record is not long enough of a track record then what would be a long enough track record?
- If not this short-term rental special use permit being allowed by the city of Highland then what short-term rental special use permit would be allowed by the city of Highland?
- If Marge Donnelly does not have the right to open her home for short term rental use based on this level of ensuring there is no injury to the use and enjoyment of neighboring properties, then what standard of ensuring this do Highland citizens need to meet to have the freedom to utilize their property the way they choose?
- If that stranger, now acquaintance, wants to be your friend so much that they go through the full Kingdom Stays screening process and agrees to being comprehensively surveilled, would you let them be your friend? If you still do not trust the acquaintance, what conditions would you require to trust him/her? Neighbors of Kingdom Stays do not even need to be exposed as much as friends even do.
- Short-term rental properties are the future of travel and not allowing a safe short term rental in your city can result in being less competitive and less accessible in the travel market. Airbnb alone has 6.1 million listings worldwide and growing and it is anticipated that in the next 5-10 years most cities in the US will have at least one or two short-term rental whole-home accommodations. This decision will set a precedence for future short-term rental accommodations in Highland (allowing quality ones or not).
- If the condition is met that “a Kingdom Stays short-term rental home accommodation at this location does not adversely impact the use and enjoyment of neighboring properties”, then not allowing a Kingdom Stays short-term rental accommodation in this location can jeopardize the precedence of future property rights in Highland.
- For this special use permit, the Building and Zoning Board should not make a decision based on whether or not they think the plans presented will be executed but if the plans will meet the criteria listed in the introduction. If the plans are not executed to the fullest extent outlined in this application then it is fully enforceable by code and if issues ever were to arise at this location and surrounding properties, then it is safe to say that a special use permit can be revoked at any time.

Appendix A: Off-Street parking for guests further lowering parking congestion risks in addition to all other measures put in place to ensure this.

In addition to the already-agreed-upon house rules and enforcement of house rules stating there are no more than 4 vehicles allowed to park in the immediate vicinity (anywhere near the home). In conjunction with the fact that there is comfortably room for 3 cars in the driveway, parking will surely not be an issue in the neighborhood. Guests are always communicated ahead of time exactly where to park so as to prioritize off-street parking (enforceable by camera system).



Appendix B: Reviews from previous guests at Kingdom Stays homes

Kingdom Stays has a very long track record of excellent reviews and compliments from guests. Below is a screenshot of some of the latest reviews we have received from guests. Kingdom Stays offers valuable stays and in return attracts valued guests that are great for neighborhoods and communities and follow all house rules and limitations.

Guests review the quality of their stays across 7 categories, and we track your performance by percentage of 5-star ratings.

Last 7 days

Last 30 days

Last 365 days



100%

5-star ratings since last month
4.88 OVERALL RATING

Rating overview

Compare 5-star ratings by category or region, and we'll show you if ratings have changed since the previous month.

CATEGORY

REGION

The screenshot shows a review interface for a listing titled "Spacious and Comfortable Family Home". At the top, there are navigation tabs for "3 listings", "Apr 1 - May 1", "Rooms and beds", "Regions", and "Amenities". The main heading indicates "254 reviews".

Five individual reviews are displayed, each with a 5-star overall quality rating:

- Review 1:** "Miles' house is exactly as you would expect from the listing. Clean, well kept, family friendly, fully stocked with the essentials, and very close to stores/shopping." (Date: Apr 17 - 19, 2021)
- Review 2:** "It's a great house to stay in and the host was very accommodating. He was quick to answer any questions we had." (Reviewer: Kimberly, Date: Apr 16 - 18, 2021)
- Review 3:** "Nice place, nothing fancy, but good price and lots of beds!" (Reviewer: Paola, Date: Apr 15 - 16, 2021)
- Review 4:** "Miles was very tentative to our needs and very quick to respond to any issues. The home is beautiful and close to any wants or needs you may have." (Date: Apr 10 - 15, 2021)
- Review 5:** "The home was well kept, the location was nice and the hospitality was very welcoming." (Date: Apr 11 - 13, 2021)

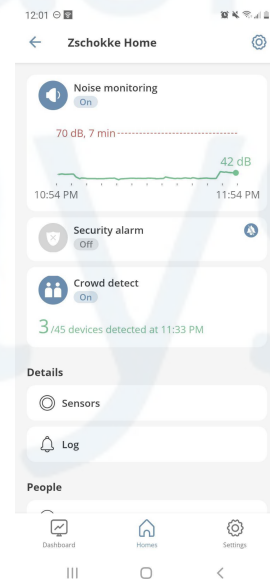
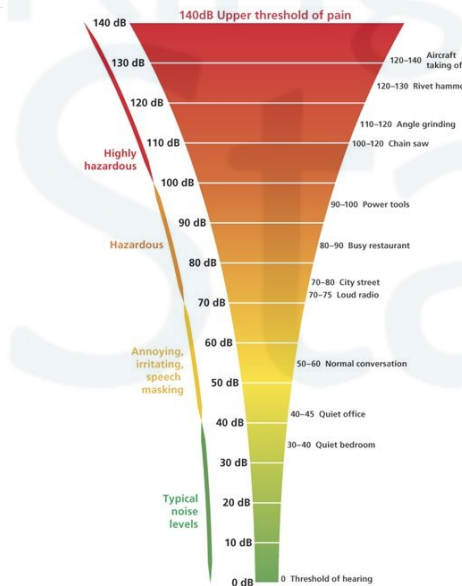
On the right side of the screenshot, there is a summary section for the listing:

- Overall rating:** 5 stars (represented by five star icons).
- Public review:** A short summary of the reviews: "Miles' house is exactly as you would expect from the listing. Clean, well kept, family friendly, fully stocked with the essentials, and very close to..."
- Private note:** "Miles was attentive and genuinely cared about our happiness during our stay. The house was exactly what we expected and met our expectations."
- Feedback table:**

Accuracy	5 ★
Check-in	5 ★
Cleanliness	5 ★
Communication	5 ★
Location	5 ★
Value	5 ★

Appendix C: Alert System (will be installed within the home)

The innovative alert system will be installed permanently on the central ceiling on the home of each level and will monitor noise-level (non-invasive), motion, smoke detector alarm sound, carbon monoxide detector alarm sound, “crowd detect” (detects number of people/devices within home), temperature, and moisture and then proactively alerts assigned team members via mobile device notification and text message as soon as readings are outside of predetermined ranges. This is a proactive measure to ensure that the house rules can be promptly enforced. Below shows screen-shots of the indicators given both on desktop computer and mobile devices. The screenshot on the right shows that the home has seldom risen above 60 decibels dB “conversational noise level.”



Peace of mind knowing your homes are protected

Noise monitoring

Minut monitors the noise levels in your homes, without recording any sound. Whenever the noise levels go above the pre-set threshold for a customised duration of time you will receive an instant notification.

Alarm sound recognition

Minut makes your other alarms smart by recognizing their sounds. If your smoke or CO detector sounds, Minut will recognize this and send you an instant notification.

Occupancy monitoring

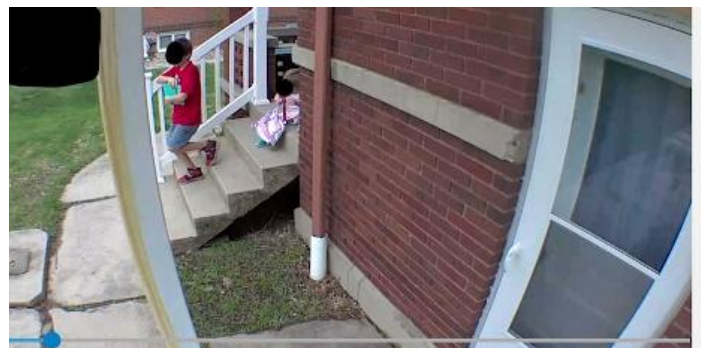
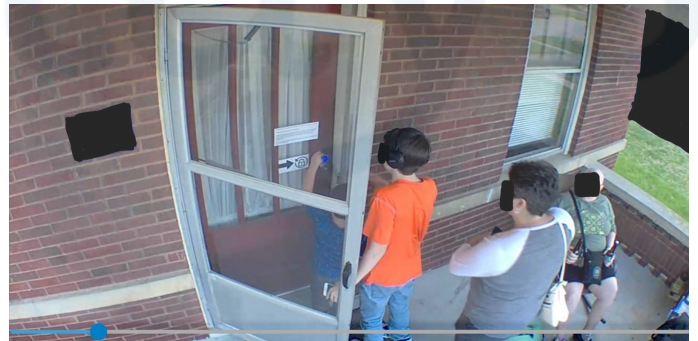
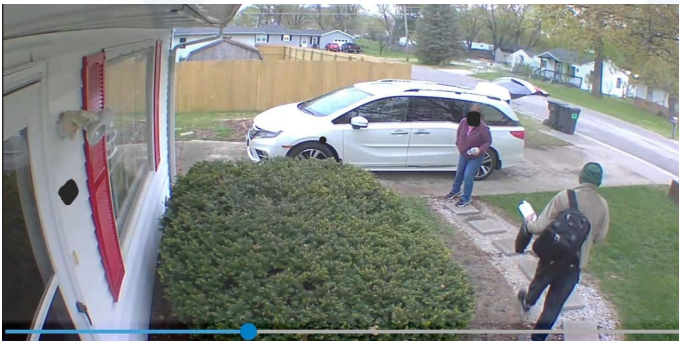
Make sure your property isn't overcrowded with Crowd detect. The feature counts the number of mobile devices in your home and will alert you when it exceeds the threshold indicating that a large gathering might be assembling.

Home security alarm

There's a built in security alarm that will trigger if motion is detected when the alarm is turned on. A 95dB siren will sound and the sensor will flash, to scare off any intruder.

Appendix D: Camera System (will be installed in the exterior of the home, viewing each entrance of the home and more)

Each entranceway will be equipped with a camera system to record motion, HD video (wide angle), and HD audio. The system is able to view in the dark and can be turned on to proactively send mobile notification and text messages when movement is detected. This is a tool to err on the side of caution and understand what is happening on the property so as to promptly and adequately respond to rare situations that may arise. All video and audio is recorded and tagged as motion events so as to easily access the files in the future.



Appendix G: Kingdom Stay's house rules (confirmed before applying)

Kingdom Stays house rules are enforced 24 hours a day and 7 days a week.

Each guest has to confirm to have read, understand, and abide by the full house rules before applying to a Kingdom Stays property. Here are the house rules:

The house rules will be formally enforced and are very important to ensure a great experience for each and every guest staying with us, so please read them carefully:

- ❶ *The platform chat is the primary method of communication.*
- ❷ *Local residents must communicate with us first before booking.*
- ❸ *The primary user must have a valid and updated phone number on the platform.*
- ❹ *Disclosure: A background check will be considered for each reservation.*
- ❺ *No more than 12 individuals are allowed on or in the property at any given time unless otherwise communicated. Accurately reporting the number of guests staying the night will be accounted for with outdoor entranceway cameras. It is required that you promptly communicate changes in the number of guests staying the night.*
- ❻ *No excessive noise allowed: this is defined as disruptive noise that can be heard at the neighbor's property line. The noise level will be monitored by a noise-level alert system.*
- ❼ *If there is any issue related to your stay, you are required to communicate this promptly to Kingdom Stays and allow a representative of Kingdom Stays to come and fix the issue at any time during the stay.*
- ❽ *No more than 6 cars are allowed to be parked in the immediate vicinity, street, and neighborhood. This is to maintain the character and traffic flow of the neighborhood and will be formally enforced.*
- ❾ *There is a \$50 late check-out fee unless otherwise communicated.*
- ❿ *Smoking is only allowed in the backyard. Marijuana is not allowed on the premises under any circumstances due to the close proximity of neighbors. Immediate cancellation of the reservation and a \$250 smoking fee assessed for each day of the reservation if smoking of any kind is detected inside or in front of the property whatsoever. This means smoking is NOT allowed in front of the house, front porch, or front yard, This will be monitored by special smoke-monitoring technology installed within the space and outside entranceway cameras.*

Kingdom Stays requires a verification process upon check-in. This will come in the form of a quick, easy-to-use, online check-in form that can be done straight from your smartphone. Upon guest registration, you must certify that this is not the permanent residence of anyone staying.

Feel free to reach out to me with any situation you are not sure of or have any questions about. I am very understanding when it comes to most situations, but do ask.

Not following any combination of these rules can result in being responsible for any costs associated with the disruption of the following reservations. Violations can result in instant cancellation of the reservation without a refund.

Conclusion:

The points mentioned previously give a strong degree of confidence that a Kingdom Stay’s short-term rental, whole-home accommodation will not cause a substantial adverse impact on the use, enjoyment, or property values of adjoining properties and the short-term rental will not have an adverse effect upon the public health, welfare, or safety of the community. In fact, history shows that it will not only not cause a substantial adverse impact in the area, but it will not cause any adverse impact at all. The information detailed in this application provides a strong degree of confidence that this short-term rental, whole-home accommodation incurs a net positive impact on the surrounding neighborhood and community.

I am asking the Building and Zoning Board judge based on past track record. I am asking the board to make their final decision based on verifiable evidence, relevant history, and specific evidence as it relates to this property and the Kingdom Stays method in managing short-term rental accommodations. I ask the board to use a reasonable standard to determine if the special use will meet the above criteria. Not following reasonable standards to assess this specific method utilized to operate a short-term rental, whole-home accommodation places at risk the precedence for undermining the basic right and freedom of the property owner to utilize the property as she chooses fit (upon demonstrating beyond a reasonable doubt that other’s freedoms, enjoyment, and the property values of adjoining properties are preserved as well).

At the end of the day, we are all Americans who are judged based on our hard work and track record and not based on where we come from. We are judged based on a reasonable and equally agreed upon standard that does not change based on feelings or emotions, mob rule, or rumors. If the board decides that this is adequate to ensure the wellbeing of the community then the families that stay at Kingdom Stays will feel welcomed to the City of Highland and families will enjoy their stay in Highland in a respectful and responsible manner.

City of Highland, would you allow a stranger/acquaintance going through this rigid screening process to become your friend?

City of Highland, will you allow Kingdom Stays guests to feel welcomed and in return recommend others in the future to come and do the same, enjoy the city’s amenities while increasing revenue to the city, and partake in this home-town, community experience?

City of Highland, will you allow Kingdom Stays families into your community?



City of Highland Building and Zoning

Meeting Date: July 7, 2021

From: Breann Speraneo, Director of Community Development

Zoning Request: Preliminary Plat Review

Description: 9-lot residential subdivision to the south of Falcon Drive and north of Quail Drive

Proposal Summary

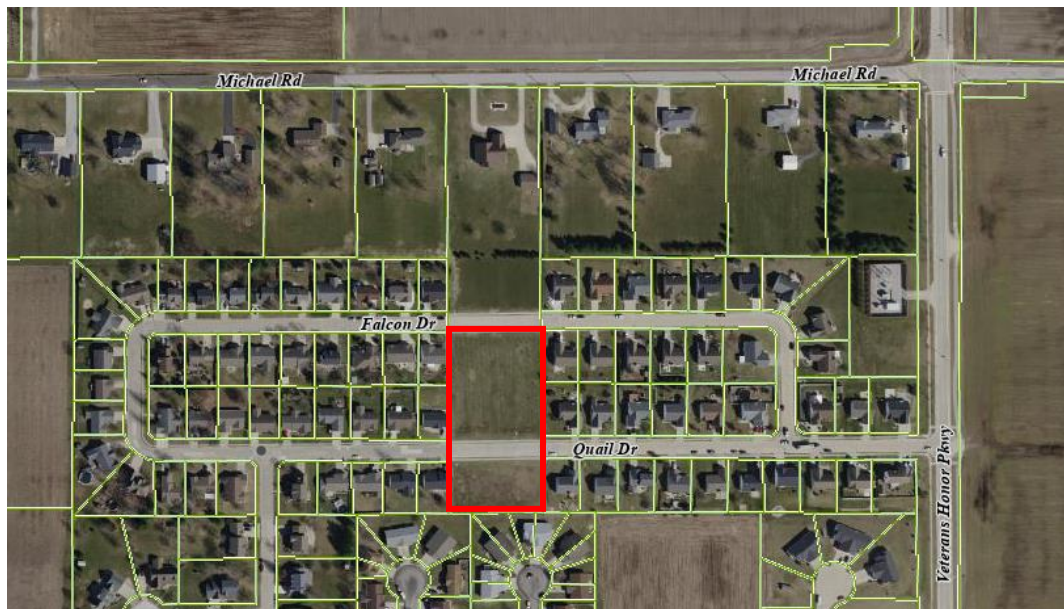
Feldmann Homes, Inc. (13811 Frey Acres Drive) is requesting a preliminary plat review for a residential subdivision located to the south of Falcon Drive and to the north of Quail Drive, pending annexation.

This request is pending annexation of the property into City limits. It is currently zoned Madison County Agricultural and will be zoned R-1-C single-family residential upon annexation.

Staff Comments

This proposal is for a 9-lot single family residential subdivision. Staff reviewed the preliminary plat dated May 17, 2021 and sent a letter with comments to Netemeyer Engineering Associates, Inc. Staff then reviewed the revised June 6, 2021 version and sent a letter with further comments to Netemeyer Engineering Associates, Inc. Staff received the final version of the preliminary plat, dated June 10, 2021 and all necessary corrections had been made. Nothing further is needed at this time.

Aerial Photograph



Site Photos



EXHIBIT "A"
CITY OF HIGHLAND
Preliminary Plat Application

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-5570(fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Public Hearing Date: _____

APPLICANT INFORMATION:

Applicant: Feldman Homes, Inc. Phone: (618) 781-0159
Address: 13811 Frey Acres Dr., Highland, IL Zip: 62249
Email Address: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

ENGINEER/ DESIGN PROFESSIONAL INFORMATION:

Name of Firm: Netemeyer Engineering Associates, Inc. Phone: (618) 228-7816 Ext. 10
Address: 101 South Page St., Aviston, IL Zip: 62216
Project Manager: Clifford Huelsmann
Email Address: cliff@netemeyerengineering.com

PROPERTY INFORMATION:

Location of Property: Along Falcon & Quail Drives between Windfield Place & North Country Estates
Legal Description: Part of the East Half of the Northeast Quarter of Section 4,
Township 3 North, Range 5 West of the 3rd P.M., City of Highland, Madison County, Illinois

Present Zoning Classification: R1C Acreage: 2.37
Present Use of Property: Undeveloped

Proposed Number of lots: 9

Description of proposed use of Development: single family residential

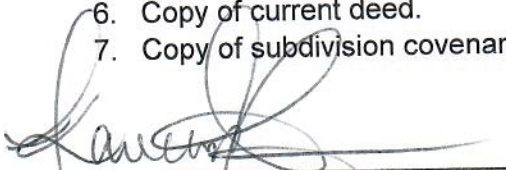
ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Residential</u>	<u>Agricultural</u>
South	<u>Residential</u>	<u>R-2-A</u>
East	<u>Residential</u>	<u>R-1-C</u>
West	<u>Residential</u>	<u>R-1-C</u>

<i>Does the proposed Subdivision Development meet the following standards? If not, attach a separate sheet explaining why.</i>	Yes	No
A. The extent to which the proposed development is consistent with the City's comprehensive plan and with the purposes of this Article and of all other applicable codes and ordinances.	X	
B. The extent to which the proposed development deviates from the regulations that are generally applicable to the property (including, but not limited to, the use and lot and building regulations of the district), and the apparent merits (if any) of said	X	
C. Whether the proposed design of the Subdivision makes adequate provisions for vehicular and pedestrian circulation, off-street parking, green space, separation of residential and commercial uses, open space, recreational facilities, preservation of natural features, and so forth.	X	
D. The compatibility of the proposed Subdivision with adjacent properties and surrounding area; and	X	
E. Any other reasonable criteria that the Combined Planning and Zoning Board may devise.	X	

ATTACHMENTS REQUIRED:

1. Completed application.
2. Completed Preliminary Plat Checklist
3. Application fee of \$100 plus \$10 for each lot.
4. Eighteen (18) folded copies of the signed and sealed plat.
5. All utilities shall be shown on the plat, including water, sewer, electric, gas, and cable.
6. Copy of current deed.
7. Copy of subdivision covenants.


 Applicant's Signature

6/9/2021
 Date

Exhibit 2. - Checklist for Preliminary Plat

Name of subdivision: Feldmann Estates

Date of submission: _____

Eighteen (18) copies of the preliminary plat shall be submitted. To properly execute this checklist, the subdivider, or engineer, shall:

- Insert the required information.
- Denote compliance with applicable ordinances by placing initials in all spaces where applicable.
- Denote those items which the subdivider, or engineer, considers "not applicable" to the particular subdivision by the abbreviation "N.A."

Every subdivision preliminary plat shall be prepared by a registered Professional Engineer and Professional Land Surveyor, State of Illinois, at any scale from one inch equals 10 feet through one inch equals 100 feet, provided the resultant drawing does not exceed 24 inches by 36 inches and shall contain the following:

1. Small key map showing the relation of the proposed subdivision to platted subdivisions and dedicated roads within 2,500 feet of the proposed subdivision.
2. Names and addresses of the owner, developer (if not the owner), Name and seal of Registered Professional Engineer of Illinois and Professional Land Surveyor, State of Illinois.
3. Proposed name of the subdivision, location given by township, range, section, or other legal description.
4. Title Block must include the wording Preliminary Plat
5. Zoning district classification of the tract to be subdivided, and of the adjacent land.
- N.A. 6. If the plat is shown on two or more sheets, an index shall be provided on each sheet alone with corresponding "match lines".
7. North arrow, graphic scale, and date of map.
8. The gross and net acreage area of the proposed subdivision, the acreage of streets, and of any areas reserved for the common use of the property owners within the subdivision and for public use
9. All lot lines adjacent to and abutting the subdivision.
 - a. Ownership of the surrounding land.
 - b. Alignment of existing streets and rights-of-way.
 - c. Section and corporate limit lines.
10. Tract boundary lines showing dimensions, bearings, and references to known land lines.
11. Topography of the tract to be subdivided as indicated by two-foot contour data for land having slopes of zero to four percent, five-foot contour data for land having slopes between

four to 12 percent, and ten-foot contour data for land having slopes of 12 percent or more. Benchmarks indicating location, description, and elevation.

- N.A. 12. Delineation of pre-development drainage basins showing directions of flow and downstream receiving facility.
- N.A. 13. Delineation of post-development drainage basins showing directions of flow and downstream receiving facility.
- N.A. 14. Any proposed alteration, adjustment or change in the elevation or topography of any area.
- X 15. Locations of such features as bodies of water, ponding areas, natural drainageways, railroads, cemeteries, bridges, parks, schools, permanent structures, buildings, etc.
- X 16. Streets and rights-of-way on and adjoining the site of the proposed subdivision; showing the names and including street right-of-way and paving widths; approximate gradients; types and widths of pavement, curbs, sidewalks, crosswalks, planting strips and other pertinent data, including classification of all existing or proposed streets as to function as arterial, collector, residential, major, minor or other roads.
- N.A. 17. A copy of the results of any tests made to ascertain subsurface rock and soil conditions and the water table.
- X 18. Locations, widths, and purposes of all existing and proposed easements.
- 19. A copy of the description of all proposed deed restrictions and covenants.
- X 20. Location and size of existing and proposed sanitary sewers, storm sewers and potable water lines.
- X 21. Locations, types, and approximate sizes of all other existing and proposed utilities.
- X 22. Front building setback or front yard lines and dimensions.
- N.A. 23. Locations, dimensions, and areas of all parcels to be reserved or dedicated for schools, parks/playgrounds, and other public purposes.
- X 24. Locations, dimension, and areas of all proposed or existing lots within the subdivision.
- X 25. Indication on drawing, or by certificate, that the developer is aware of the responsibility for installation of street signs.
- X 26. Electronic Submittal of preliminary plat to the City of Highland in a format compatible to the City of Highland GIS system.

Completed by:

Name: Clifford Huelsmann

Address: 101 South Page St., Aviston, IL 62216

Telephone: (618) 228-7816 Ext. 10

Email: cliff@netemeyerengineering.com

Date: 4-20-2021



City of Highland
Building and Zoning

May 28, 2021

Cliff Huelsmann
Netemeyer Engineering Associates, Inc.
101 South Page Street
Avison, IL 62216

Mr. Huelsmann,

The City of Highland's Planning & Zoning, Public Works, Light & Power, and Public Safety staff has reviewed the Feldmann Estates preliminary plat. Below are city staff's comments requesting additional information and highlighting necessary changes. Please resubmit the plat with all corrections by **Monday, June 7, 2021**.

Upon resubmittal, please respond to all comments in writing so that staff knows how each comment was addressed. I am requesting 10 24x36 copies to distribute to City departments, one 11x17 version for City Council, and one electronic (.pdf) version upon resubmittal.

Planning & Zoning and Public Works

- 1) Section 66-4-4 requirements (numbering corresponds to subsection numbering in 66-4-4 Preliminary Plat Checklist):
 - 2) Surveyor Seal needed on the Preliminary Plat.
 - 5) "Agricultural" is a County Zoning designation. Please label as "Madison County Agricultural Zoning District".
 - 9)c) The dotted line around the property perimeter is assumed to indicate City of Highland corporate boundaries. Please include in the legend.
 - 12) How will storm water be handled on the subject tract? Locations of pre-development drainage basins showing directions of flow and downstream receiving facility is needed.
 - 13) Locations of post-development locations of drainage basins and downstream receiving facilities are needed. A proposed easement for storm water facility is not shown.
 - 16) Please label existing sidewalks and their respective widths.
 - 18) Easement widths appear to be called out on the preliminary plat, but it is unclear if these are



City of Highland
Building and Zoning

existing or proposed easements. Also, please clarify if these are all general utility easements, storm water easements, etc.

19) If covenants & restrictions are being proposed, we will need a copy to review. If not, please let staff know on the resubmittal.

21) Existing/proposed gas, communications, and electric lines should be shown. Please also show a dedicated sump pump line.

25) As all lots are "mid-block," additional street signs are not anticipated at this time. However, it should be noted on the plat that the developer is responsible for installation of any street signs.

2) Please provide updated PIN# for the newly split parcel north of Falcon Drive.

3) Per section 66-4-3, Madison County Soil and Water Conservation must be provided with a copy of the proposed plat, giving them not more than 30 days to submit any comments to the administrator. Madison County 9-1-1- Office, and the United States Postal Service also need to be provided a copy of the proposed plat. Any non-City of Highland utility companies, the school board as provided by state statute, and the Illinois Historical Preservation Society must also be provided with a copy.

Light & Power

The title page should list City of Highland as the Electric provider not AMEREN IP.

It appears that there is plenty of easement on both the North and South sides of each property for utilities. The subdivision West of this one has electric utilities in the rear easements and the subdivision to the East has electric utilities in the front easements so we will look to coordinate.

Public Safety

We do not have any public safety concerns as all of the proposed lots have two ingress/egress points and do not restrict emergency response vehicles or require vehicle turn-around during a response.

Please let me know if you have any questions or concerns.

Sincerely,

Breann Speraneo
Director of Community Development

NETEMEYER ENGINEERING ASSOCIATES, INC.

REGISTERED STRUCTURAL & PROFESSIONAL ENGINEERING & LAND SURVEYING

101 South Page Street

Aviston, Illinois 62216

Telephone: (618) 228-7816 Fax: (618) 228-7900

June 8, 2021

Breann Speraneo
City of Highland
2610 Plaza Drive
Highland, Illinois 62249

Re: Feldmann Estates
Preliminary Plat
Highland, Illinois

Dear Ms. Speraneo:

Please review the enclosed revised site plan for the above-referenced project. This is in response to your letter dated May 28, 2021, concerning the above-referenced project. The following is an item-by-item response:

1) Section 66-4-4 requirements (numbering corresponds to subsection numbering in 66-4-4 Preliminary Plat Checklist):

2) Surveyor Seal needed on the Preliminary Plat.

The survey seal has been added.

5) "Agricultural" is a County Zoning designation. Please label as "Madison County Agricultural Zoning District".

The zoning classification has been revised.

9)c) The dotted line around the property perimeter is assumed to indicate City of Highland corporate boundaries. Please include in the legend.

The corporate boundary has been added to the legend.

12) How will storm water be handled on the subject tract? Locations of pre-development drainage basins showing directions of flow and downstream receiving facility is needed.

A proposed detention pond has been added behind lots 4-9.

13) Locations of post-development locations of drainage basins and downstream receiving facilities are needed. A proposed easement for storm water facility is not shown.

An easement has been added for the detention pond.

16) Please label existing sidewalks and their respective widths.

The existing sidewalks have been labeled and dimensioned.

18) Easement widths appear to be called out on the preliminary plat, but it is unclear if these are existing or proposed easements. Also, please clarify if these are all general utility easements, storm water easements, etc.

The proposed and existing easement lines have been revised for clarification.

19) If covenants & restrictions are being proposed, we will need a copy to review. If not, please let staff know on the resubmittal.

There are no covenants and restrictions being proposed.

21) Existing/proposed gas, communications, and electric lines should be shown. Please also show a dedicated sump pump line.

The known locations of existing utilities have been added.

25) As all lots are "mid-block," additional street signs are not anticipated at this time. However, it should be noted on the plat that the developer is responsible for installation of any street signs.

A note regarding street signs will be added to the final plat.

2) Please provide updated PIN# for the newly split parcel north of Falcon Drive.

The PIN# has been revised.

3) Per section 66-4-3, Madison County Soil and Water Conservation must be provided with a copy of the proposed plat, giving them not more than 30 days to submit any comments to the administrator. Madison County 9-1-1- Office, and the United States Postal Service also need to be provided a copy of the proposed plat. Any non-City of Highland utility companies, the school board as provided by state statute, and the Illinois Historical Preservation Society must also be provided with a copy.

Madison County Soil and Water Conservation District has been sent a copy of the preliminary plat for review.

Madison County 911 Coordinator has been contacted for addressing. Those addresses will be forwarded to the USPS by them.

The IHPA has been contacted. Their response letter will be forwarded to the city when it is received.

The preliminary plat has been sent to the Highland School Board.


Light & Power

The title page should list City of Highland as the Electric provider not AMEREN IP. It appears that there is plenty of easement on both the North and South sides of each property for utilities. The subdivision West of this one has electric utilities in the rear easements and the subdivision to the East has electric utilities in the front easements so we will look to coordinate.

The Electric provider has been revised.

Please call if you have questions or need anything further. Thank you.

Sincerely,



Clifford Huelsmann, P.E.
I.R.P.E. No. 062-057970



City of Highland Building and Zoning

June 9, 2021

Cliff Huelsmann
Netemeyer Engineering Associates, Inc.
101 South Page Street
Avison, IL 62216

Mr. Huelsmann,

The City of Highland's Planning & Zoning, Public Works, Light & Power, and Public Safety staff has reviewed the June 6, 2021 revised Feldmann Estates preliminary plat. Below are city staff's comments requesting additional information and highlighting necessary changes. Please resubmit the plat with all corrections by **Monday, June 14, 2021**.

Upon resubmittal, please respond to all comments in writing so that staff knows how each comment was addressed. I am requesting 10 24x36 copies to distribute to City departments, one 11x17 version for City Council, and one electronic (.pdf) version upon resubmittal.

Planning & Zoning

All requested corrections have been made.

Public Works

1. Detention and an easement is shown for lots 4-9. I still have concerns that detention will be necessary for lots 1-3. There is no swale/ditch or storm water facilities shown for those lots. The drainage calculations will not be reviewed until the improvement plans are submitted and we will not know what is required until then. There is enough area along the south side of these lots for storm water facilities should it be needed.
2. There are no gas or communication utilities shown either on the proposed lots or in the adjacent existing subdivisions. I would think these utilities exist in the adjacent subdivisions. How will gas and communication utilities be installed if they are in the rear of lots 4-9 and stay out of the detention area?
3. The easement along the south side of lots 1-3 should be 20', not 10'. All new easements shall be 20' unless there is an existing easement parallel and adjacent to the property line.

Light & Power

The phone number and address for the electric provider on the cover page are incorrect. Please list as follows:



City of Highland
Building and Zoning

City of Highland
2610 Plaza Drive
PO Box 218
Highland, IL 62249
Phone: 618-654-7511

HCS

1. Include HCS to the list of utilities for Telephone Service
2. Identify easements; request front easement on north lots and rear easement on south lots
3. Request 3/4" PVC conduit be placed from easement to meter base on each facility. Alternative is to allow HCS to provide conduit before final grade is completed.
4. The phone number for HCS on the cover page is incorrect. Please list as follows: 618-654-1519

Please let me know if you have any questions or concerns.

Sincerely,

Breann Speraneo
Director of Community Development

NETEMEYER ENGINEERING ASSOCIATES, INC.

REGISTERED STRUCTURAL & PROFESSIONAL ENGINEERING & LAND SURVEYING

101 South Page Street

Aviston, Illinois 62216

Telephone: (618) 228-7816 Fax: (618) 228-7900

June 10, 2021

Breann Speraneo
City of Highland
2610 Plaza Drive
Highland, Illinois 62249

Re: Feldmann Estates
Preliminary Plat
Highland, Illinois

Dear Ms. Speraneo:

Please review the enclosed revised site plan for the above-referenced project. This is in response to your letter dated June 9, 2021, concerning the above-referenced project. The following is an item-by-item response:

Public Works

1. Detention and an easement is shown for lots 4-9. I still have concerns that detention will be necessary for lots 1-3. There is no swale/ditch or storm water facilities shown for those lots. The drainage calculations will not be reviewed until the improvement plans are submitted and we will not know what is required until then. There is enough area along the south side of these lots for storm water facilities should it be needed.

A proposed swale has been added to the south side of Lots 1-3. Further discussion of drainage issues will be necessary after the drainage calculations have been reviewed and any changes will be shown on the improvement plans.

2. There are no gas or communication utilities shown either on the proposed lots or in the adjacent existing subdivisions. I would think these utilities exist in the adjacent subdivisions. How will gas and communication utilities be installed if they are in the rear of lots 4-9 and stay out of the detention area?

The site had a JULIE locate performed and all available existing utility information has been shown on the preliminary plat. Locations and sizes of all proposed utilities will be determined by the relevant utility suppliers and shown on the improvement plans.

3. The easement along the south side of lots 1-3 should be 20', not 10'. All new easements shall be 20' unless there is an existing easement parallel and adjacent to the property line.

The existing 10' wide easement south of lots 1-3 has been shown.

HCS

1. Include HCS to the list of utilities for Telephone Service

HCS has been added to the Telephone Service list.

2. Identify easements; request front easement on north lots and rear easement on south lots
The proposed easements have been noted on the preliminary plat. Existing 20' wide easements for drainage and utilities are shown along both sides of Falcon and Quail drives as well as proposed easements in the rear of the proposed lots. Any additional easement widths can be discussed and added to the final plat as needed.

3. Request 3/4" PVC conduit be placed from easement to meter base on each facility.
Alternative is to allow HCS to provide conduit before final grade is completed.
Placement of conduits for HCS to be discussed with the owners.

4. The phone number for HCS on the cover page is incorrect. Please list as follows: 618-654-1519
The phone number has been corrected.

Please call if you have questions or need anything further. Thank you.

Sincerely,



Clifford Huelsmann, P.E.
I.R.P.E. No. 062-057970

PRELIMINARY PLAT FOR

FELDMANN ESTATES

PART OF LOT 5 OF N.D. SWEENEY'S PLAT LYING IN
THE EAST 1/2 OF THE NORTHEAST 1/4 OF SECTION 4,
TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN,
CITY OF HIGHLAND, MADISON COUNTY, ILLINOIS
REF.: P.B. 3, PG. 22 & P.B. 20, PAGE 71

ZONED - R1C

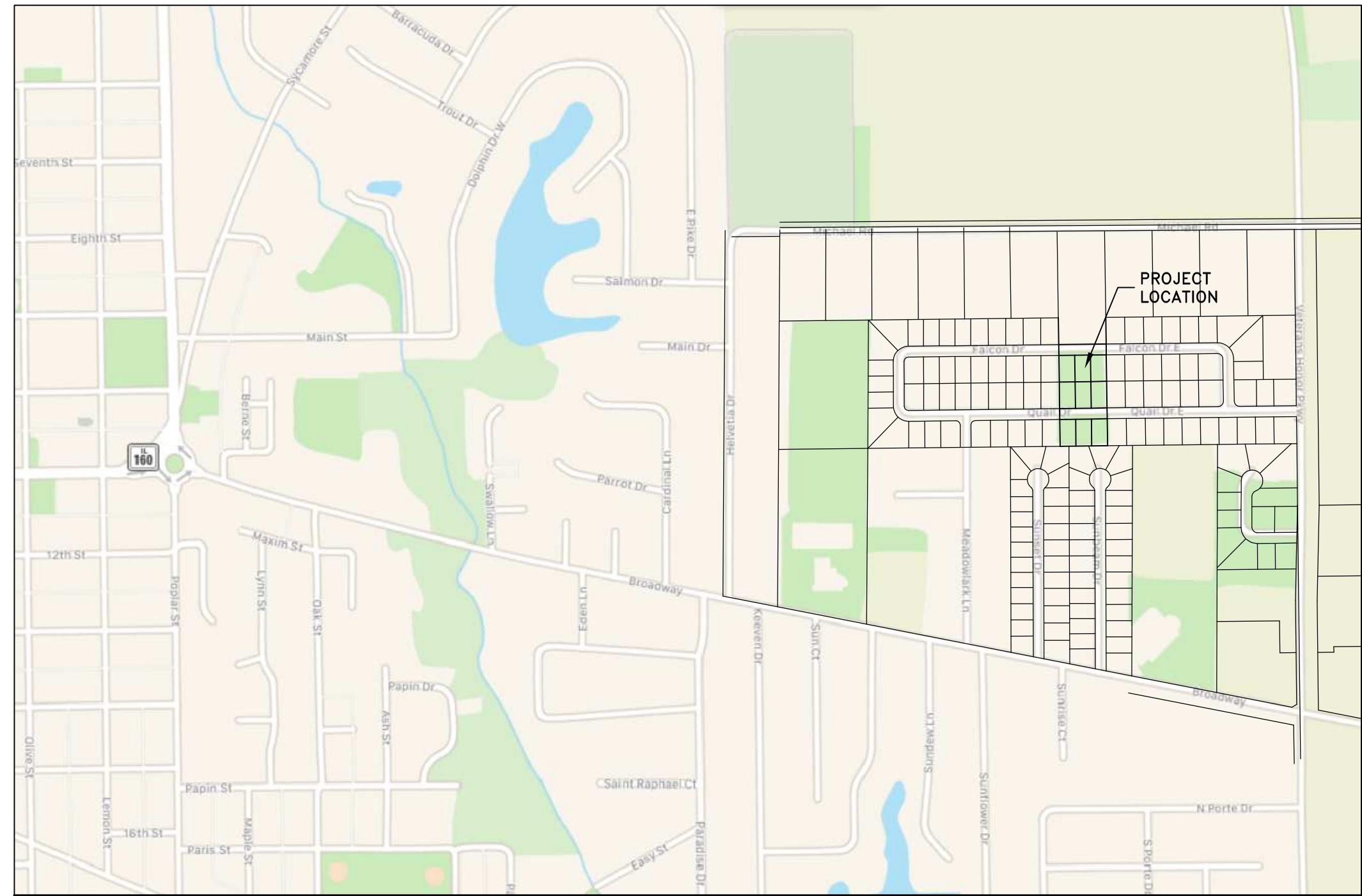
MAY 17, 2021

REVISED: JUNE 6, 2021

REVISED: JUNE 10, 2021

INDEX OF SHEETS

- SHEET 1 - COVER SHEET
- SHEET 2 - PRELIMINARY PLAT-EXISTING CONDITION
- SHEET 3 - PRELIMINARY PLAT-PROPOSED DEVELOPMENT



LOCATION SKETCH

LIST OF UTILITIES

TELEPHONE - FRONTIER COMMUNICATIONS
3435 EDWARDSVILLE ST
BUNKER HILL, IL 62014
PHONE: 618-493-9928

GAS - AMEREN-IP
P.O. BOX 428
BELLEVILLE, ILLINOIS 62222
PHONE: 618-236-6271

HIGHLAND COMMUNICATION SERVICES
1115 BROADWAY
HIGHLAND, ILLINOIS 62249
PHONE: 618-654-1519

WATER - CITY OF HIGHLAND
1115 BROADWAY
HIGHLAND, ILLINOIS 62249
PHONE: 618-654-6823

ELECTRIC - CITY OF HIGHLAND
2610 PLAZA DRIVE
P.O. BOX 218
HIGHLAND, ILLINOIS 62249
PHONE: 618-654-7511

SEWER - CITY OF HIGHLAND
1115 BROADWAY
HIGHLAND, ILLINOIS 62249
PHONE: 618-654-6823

CABLE T.V. - CHARTER COMMUNICATIONS
210 WEST DIVISION STREET
MARYVILLE, ILLINOIS 62062
PHONE: 618-345-8121

HIGHLAND COMMUNICATION SERVICES
1115 BROADWAY
HIGHLAND, ILLINOIS 62249
PHONE: 618-654-1519

J.U.L.I.E. - 1-800-892-0123

SITE ADDRESS:
PARCEL ID #01-1-24-04-00-000-001.018
FALCON DR. & QUAIL DR.
HIGHLAND, IL 62249

EXISTING ZONING:
AGRICULTURAL (MADISON COUNTY)

PROPOSED ZONING (CITY OF HIGHLAND):
R-1-C
FRONT SETBACK: 25'
SIDE SETBACK: 7'
REAR SETBACK: 20'

BUILDING INFO:
9 LOTS
70' MINIMUM FRONTAGE AT BUILDING LINE

COVERAGE:
TOTAL AREA = 2.37 ACRES
AREA IN LOTS = 1.87 ACRES
AREA IN R.O.W. = 0.50 ACRES

NETEMEYER ENGINEERING
ASSOCIATES, INC.

101 South Page Street, Aviston, IL 62216
PHONE: (618) 228-7816
FAX: (618) 228-7900
ILL. PROF. DESIGN FIRM (L.S./P.E./S.E.) 184-001027

FELDMANN ESTATES
PART OF LOT 5 OF N.D. SWEENEY'S PLAT LYING IN THE EAST 1/2 OF THE
NORTHEAST 1/4 OF SECTION 4, T. 3N., R. 5W. OF THE THIRD PRINCIPAL MERIDIAN
CITY OF HIGHLAND, MADISON COUNTY, ILLINOIS
REF.: P.B. 3, PG. 22 & P.B. 20, PAGE 71
OWNER/DEVELOPER:
FELDMAN HOMES, INC.
13811 FREY ACRES DRIVE, HIGHLAND, ILLINOIS 62249
PHONE: (618) 781-0159

REVISIONS	
NO.	DATE
1	2021-6-6
2	2021-6-10

INTENDED USE:
PLANNING & PERMITTING
NOT FOR CONSTRUCTION

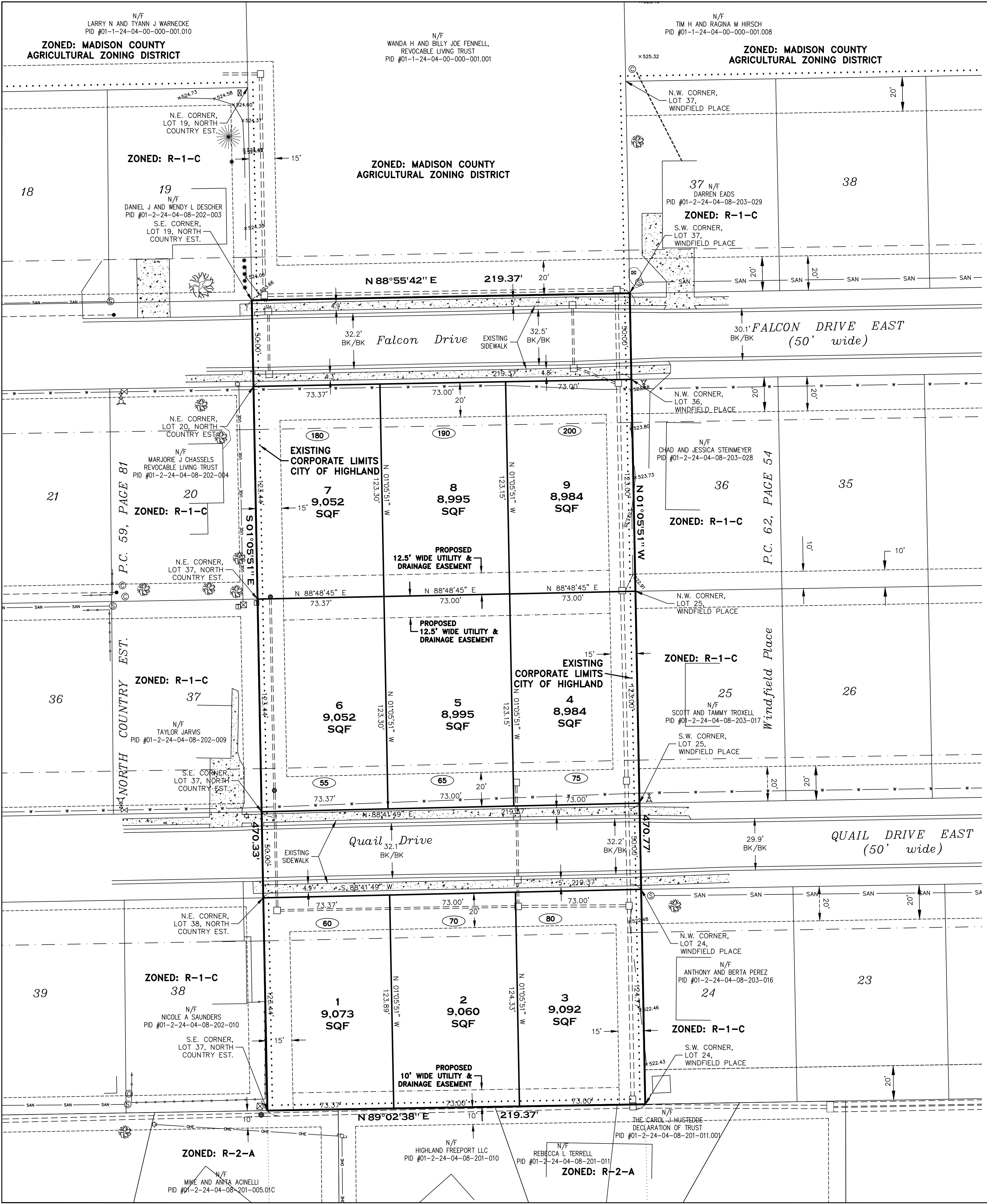
PLS 2704
EXP. DATE: 11/30/2022



PATRICK R. NETEMEYER
PROJECT NO: 2021-107
DWC: MARKER-SB-COMMERCIAL-FENNEL-2
DRAWN BY: CGH
CHECKED BY: PRN
ISSUE DATE: 2021-05-17

COVER SHEET

SHEET NO:
1
OF 3



GRAPHIC SCALE
 (IN FEET)
 1 inch = 30 ft.

LEGEND

- = IRON MARKER FOUND
- = 5/8" IRON PIN TO BE SET
- △ = STONE FOUND
- = CONCRETE MONUMENT FOUND
- = CONCRETE MONUMENT TO BE SET
- = BRASS PLUG FOUND
- ⑨ = 911 ADDRESS
- = 25' FRONT BUILDING SETBACK
- - - = PROPOSED UTILITY & DRAINAGE EASEMENT (WIDTH AS NOTED)
- - - = EXISTING UTILITY & DRAINAGE EASEMENT (EXCEPT AS NOTED)
- - - = EXISTING CORPORATE LIMITS
- - - = EXISTING TREE LINE
- - - = EXISTING FLOWLINE
- - - = EXISTING FENCE
- - - = EXISTING GAS LINE
- - - = PROPOSED GAS LINE/CONNECTION
- - - = EXISTING GAS METER
- - - = EXISTING GASLINE VENT
- - - = EXISTING GAS VALVE
- - - = EXISTING GAS SIGN
- - - = EXISTING UTILITY POLE
- - - = EXISTING OVERHEAD ELECTRIC LINE
- - - = EXISTING UNDERGROUND ELECTRIC LINE
- - - = EXISTING LIGHT POLE
- - - = EXISTING ELECTRIC BOX
- - - = EXISTING ELECTRIC METER
- - - = EXISTING ELECTRIC PULL BOX
- - - = EXISTING ELECTRIC MANHOLE
- - - = EXISTING ELECTRIC METER PANEL
- - - = EXISTING ELECTRIC HOOKUP
- - - = PROPOSED OVERHEAD ELECTRIC LINE
- - - = PROPOSED UNDERGROUND ELECTRIC LINE
- - - = PROPOSED UTILITY POLE
- - - = PROPOSED LIGHT POLE
- - - = PROPOSED ELECTRIC BOX
- - - = EXISTING PHONE MANHOLE
- - - = EXISTING PHONE BOX
- - - = EXISTING PHONE PULLBOX
- - - = EXISTING FIBER OPTIC CABLE
- - - = EXISTING TELEPHONE CABLE
- - - = EXISTING TELEPHONE/FIBER OPTIC SIGN
- - - = EXISTING CABLE TV BOX
- - - = EXISTING TELECOMMUNICATION CABLE
- - - = STORM SEWER MANHOLE
- - - = STORM SEWER INLET
- - - = OPEN TOP STORM SEWER INLET
- - - = EXISTING SUMP LINE CLEANOUT
- - - = EXISTING SUMP/DOWNSPOUT DRAIN LINE
- - - = PROPOSED STORM SEWER/CULVERT
- - - = PROPOSED SUMP LINE
- - - = PROPOSED SUMP LINE CLEANOUT
- - - = EXISTING SPOT ELEVATION
- - - = PROPOSED SPOT ELEVATION (TOP CURB/RETAINING WALL)
- - - = PROPOSED SPOT ELEVATION (FINISH GRADE)
- - - = PROPOSED SPOT ELEVATION (FINISH GRADE)
- - - = EROSION CONTROL (FILTER FENCE)
- - - = MANUFACTURED CHECK DAM
- - - = INLET PROTECTION
- - - = EXISTING SANITARY MANHOLE
- - - = EXISTING SANITARY CLEANOUT
- - - = EXISTING SANITARY LIFT STATION
- - - = EXISTING SANITARY VALVE VAULT
- - - = EXISTING SANITARY SEWER
- - - = EXISTING SANITARY CONNECTION
- - - = EXISTING SANITARY FORCEMAIN
- - - = EXISTING SANITARY LATERAL
- - - = PROPOSED SANITARY MANHOLE
- - - = PROPOSED SANITARY CLEANOUT
- - - = PROPOSED SANITARY LIFT STATION
- - - = PROPOSED SANITARY VALVE VAULT
- - - = PROPOSED AUTOMATIC AIR RELEASE VALVE
- - - = PROPOSED SANITARY SEWER (SIZE AS NOTED)
- - - = PROPOSED SANITARY CONNECTION
- - - = PROPOSED SANITARY FORCEMAIN
- - - = PROPOSED SANITARY LATERAL
- - - = EXIST. HYDRANT w/ GATE VALVE & BOX
- - - = EXIST. GATE VALVE & BOX
- - - = EXIST. GATE VALVE & MANHOLE
- - - = EXIST. WATER SPIGOT/FOUNTAIN
- - - = EXISTING WATER MAIN
- - - = EXISTING WATER CONNECTION
- - - = EXISTING WATER METER
- - - = EXISTING WELL
- - - = EXISTING MONITOR WELL
- - - = PROP. HYDRANT w/ GATE VALVE & BOX
- - - = PROPOSED GATE VALVE & BOX
- - - = PROPOSED BUTTERFLY VALVE & BOX
- - - = PROPOSED CAP
- - - = PROPOSED REDUCER (SIZE AS NOTED)
- - - = PROPOSED TAPPING SLEEVE w/ GATE VALVE AND BOX (SIZE AS NOTED)
- - - = PROPOSED WATER MAIN (SIZE AS NOTED)
- - - = PROPOSED WATER CONNECTION
- - - = PROPOSED SPRINKLER CONNECTION
- - - = PROPOSED WATER METER

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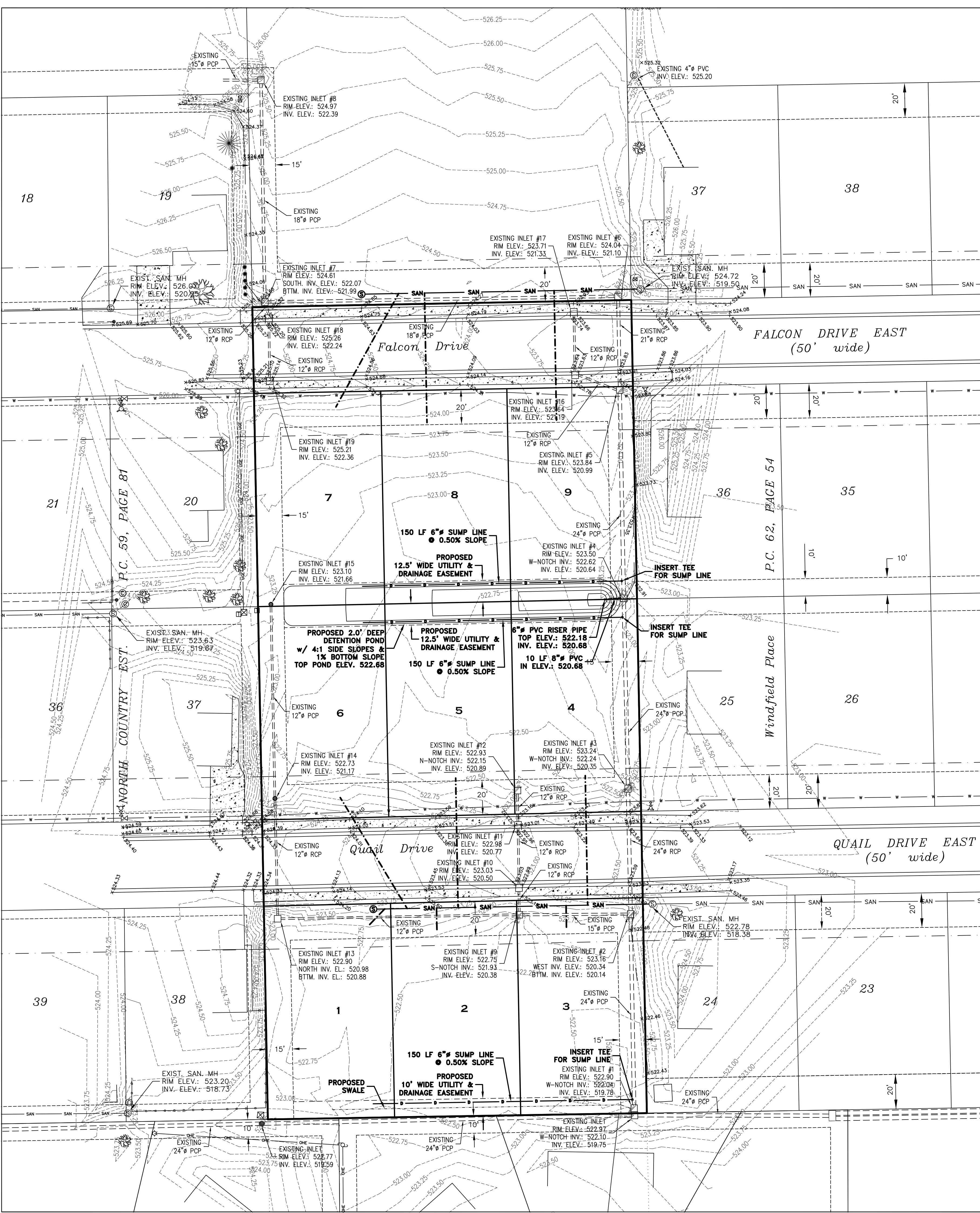
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PATRICK R. NETEMEYER
 PROJECT NO: 2021-107
 Dwg. MARKER-SB-COMMERCIAL-FENNEL-2
 DRAWN BY: CGH
 CHECKED BY: PRN
 ISSUE DATE: 2021-05-17

PRELIMINARY PLAT LABELS, EASEMENTS, & AREAS

SHEET NO:
2
 OF 3



GRAPHIC SCALE

(IN FEET)
1 inch = 30 ft.

N

(ASSUMED)
SCALE: 1" = 30'
CONTOUR INTERVAL: 0.25'
BASIS OF BEARING:
ILLINOIS STATE PLANE COORDINATE
SYSTEM WEST ZONE NAD83
DATE OF FIELD WORK:
##-##-####

LEGEND

- = IRON MARKER FOUND
- = 5/8" IRON PIN TO BE SET
- △ = STONE FOUND
- = CONCRETE MONUMENT FOUND
- = CONCRETE MONUMENT TO BE SET
- ⊙ = BRASS PLUG FOUND
- ⑨11 = 911 ADDRESS
- = 25' FRONT BUILDING SETBACK
- = PROPOSED UTILITY & DRAINAGE EASEMENT (WIDTH AS NOTED)
- = EXISTING UTILITY & DRAINAGE EASEMENT (EXCEPT AS NOTED)
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- = PROPOSED SUMP LINE
- = PROPOSED SUMP LINE CLEANOUT
- ×500.00 = EXISTING SPOT ELEVATION
- +{TC-500.00} = PROPOSED SPOT ELEVATION (TOP CURB/RETAINING WALL)
- +{TP-500.00} = PROPOSED SPOT ELEVATION (FINISH PAVEMENT)
- +{FG/FL-500.00} = PROPOSED SPOT ELEVATION (FINISH GRADE)
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PRELIMINARY PLAT
CONTOURS, PROPOSED
DRAINAGE AND SAN.
SEWER