



City of Highland

Building and Zoning

Combined Planning & Zoning Board Agenda
City Hall – 1115 Broadway
June 1, 2022 7:00 P.M.

1. Call to Order
2. Roll Call
3. General Business:
 - Approval of the May 4, 2022 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) Engelmann Enterprises, LLC (361 Arkansas Rd) is requesting to rezone 904 Cedar Street from R-3 multiple family residential to industrial. PIN# 01-2-24-05-05-102-002
 - b) Catherine Weber (235 Bristol Dr., Troy, IL) is requesting a Special Use Permit for a short-term rental within the C-2 Central Business District at 914 Broadway. PIN# 01-2-24-05-07-201-023
 - c) Matthew Korte (105 Moffett Ave., Collinsville, IL) is requesting a text amendment to Section 90-201 Table 3.1.A of the Municipal Code to allow for “short-term rentals” as a Special Use within the industrial zoning district.
 - d) Matthew Korte (105 Moffett Ave., Collinsville, IL), on behalf of Carrie Finley (1312 Old Trenton Rd.), is requesting a Special Use Permit for a short-term rental within the industrial district at 810 Mulberry Street. PIN# 01-2-24-05-06-101-005
 - e) The City of Highland (1115 Broadway) is requesting to rezone 215, 35, 35A, 35B, 35C, 35D, 43A, 43B, 43C, and 43D Colonial Manor Drive, and 219 Sycamore St. from R-2-B multiple family residential to R-3 multiple family residential. PIN# 02-2-18-33-00-000-039; 02-2-18-33-00-000-038; 02-2-18-33-00-000-043.01C; 02-2-18-33-00-000-043.02C; 02-2-18-33-00-000-043.03C; 02-2-18-33-00-000-043.04C; 02-2-18-33-00-000-038.01C; 02-2-18-33-00-000-038.02C; 02-2-18-33-00-000-038.03C; 02-2-18-33-00-000-038.04C; 02-2-18-33-00-000-037
7. Calendar
 - a. July 6, 2022– Combined Planning and Zoning Board Meeting
 - b. Adjournment



City of Highland Building and Zoning

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 Vazquez, ADA Coordinator, at 618-654-9891.



City of Highland Building and Zoning

Meeting Date: June 1, 2022

From: Breann Vazquez, Director of Community Development

Location: 904 Cedar Street

Zoning Request: Rezoning

Description: Rezoning from R-3 to Industrial

Proposal Summary

The applicant and property owner is Engelmann Enterprises, LLC. The applicant of this case is requesting the following zoning map amendment:

- Engelmann Enterprises, LLC (361 Arkansas Rd) is requesting to rezone 904 Cedar Street from R-3 multiple family residential to industrial. PIN# 01-2-24-05-05-102-002

The purpose of this rezoning is to allow for storage for a business on a lot that has been used for industrial purposes in the past.

Comprehensive Plan Consideration

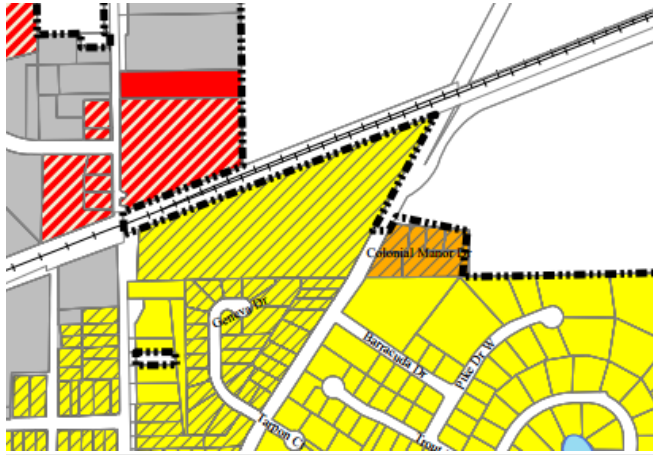
The Comprehensive Plan and Future Land Use Map are considered policy guides to current and future development. While they do not have the force of an ordinance, it is generally recommended that municipalities adhere to the findings, policies, principals, and recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified.

The subject property is denoted as multi-family on the Comprehensive Plan's Future Land Use Map. If a rezoning is approved, this parcel will be recommended to be marked as industrial to match the northern parcels at the time of the next Future Land Use Map update.



City of Highland Building and Zoning

Zoning Map



Legend

- | | |
|--|--|
| Corporate Boundary | R-3 - Multiple Family Residence 60 FT. Lot Width |
| R-1-A - Single Family Residence 150 FT. Lot Width | C-2 - Central Business District No Lot Width Requirement |
| R-1-B - Single Family Residence 100 FT. Lot Width | C-3 - Highway Business District None |
| R-1-C - Single Family Residence 70 FT. Lot Width | C-4 - Limited Business No Lot Width Requirement |
| R-1-D - Single Family Residence 50 FT. Lot Width | I - Industrial District No Lot Width Requirement |
| R-2-A - Multiple Family Residence 70 FT. Lot Width | MX - Mixed Use |
| R-2-B - Multiple Family Residence 70 FT. Lot Width | Not In Corporate Limits |

Future Land Use Map



Future Land Use

- | | |
|--|----------------------|
| | Non-Urban/Ag |
| | Residential |
| | Med. Density Res. |
| | Multi-Family |
| | Institutional/Public |
| | Downtown |
| | Mixed Use |
| | Commercial |
| | Industrial |



City of Highland
Building and Zoning

Standards of Review for Zoning Map Amendments and Findings of Fact

Below are the nine (9) consideration items listed in Section 90-88 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a zoning map amendment request.

- Existing use and zoning of the property in question.
 The property is zoned R-3 and is currently vacant. The current owner demolished a shed on the property.

- Existing use and zoning of other lots in the vicinity of the property in question.

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

- The extent to which the zoning map amendment may detrimentally affect nearby properties.
 The proposed amendment will not have a negative impact on nearby properties.
- Suitability of the property in question for uses already permitted under existing requirements.
 The parcel has not been used for multi-family residences in the past and is not neighboring multi-family residences.
- Suitability of the property in question for the proposed uses.
 Storage for a nearby business is an appropriate use for the property.
- The type, density and character of development in the vicinity of the property in question, including changes, if any, which may have occurred since the property was initially zoned or last rezoned.
 The proposed zoning goes with the character of the area. This area consists of both residential and industrial zoning.
- The effect the proposed map amendment would have on the implementation of the City's Comprehensive Plan.
 The proposed amendment adheres to the Comprehensive Plan. The Future Land Use map would be appropriately updated.
- The effect the proposed map amendment would have on public utilities, other needed public services and traffic circulation on nearby streets.
 There would be no effect on public services or traffic circulation on nearby streets.
- Whether the map amendment will promote the health, safety, quality of life, comfort and general welfare of the city.
 The amendment would promote the health, safety, quality of life, comfort, and general welfare of the City.



City of Highland

Building and Zoning

Staff Discussion

This rezoning would allow for a vacant parcel to be utilized and an existing business to expand their operations. The parcel has not been used for traditional R-3 uses in the past. Staff has no concerns.

Aerial Photograph

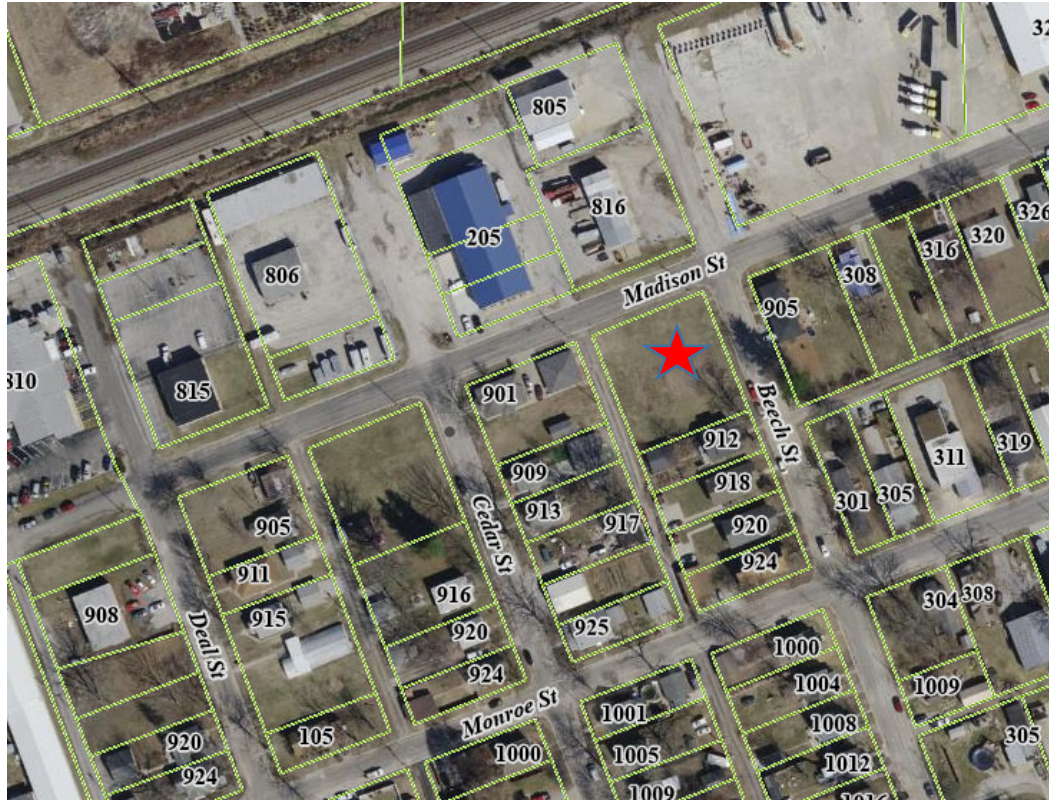


EXHIBIT "A"

Zoning Map Amendment Rezoning Application

Return Form to:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(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: Engelmann Enterprises, LLC Phone: 618-581-0121
Address: 361 Arkansas Rd, Trenton, IL Zip: 62293
Email Address: _____
Owner: SAME Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Street Address or Parcel ID of Property: 904 Cedar St, PIN# 01-2-24-05-05-102-002

Property is Located In (Legal Description): attached

Present Zoning R-3 Requested Zoning: Industrial Acreage: 0.1

Present Use of Property: vacant lot

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>manufacturing</u>	<u>industrial</u>
South	<u>single family residence</u>	<u>R-1-D</u>
East	<u>single family residence</u>	<u>R-1-D</u>
West	<u>single family residence</u>	<u>R-1-D</u>

RELATIONSHIP TO EXISTING ZONING PATTERN:

1. Would the proposed change create a small, isolated district unrelated to surrounding districts? Yes _____ No If yes, explain: _____

2. Are there substantial reasons why the property cannot be used in accordance with existing zoning? Yes No _____ If yes, explain: There was previously a storage shed on this property and the lot has been used for industrial purposes.

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Is the proposed change consistent with the goals, objectives and policies set forth in the Comprehensive Plan? Yes No _____
2. Is the proposed change consistent with the Future Land Use Map? Yes _____ No

UNIQUE CHARACTERISTICS OF PROPERTY AND ADDITIONAL COMMENTS:

This block was intended to be for multifamily, but neither the tract in question nor the surrounding area has been used for multifamily. It is best suited for industria based on past use.

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property proposed to be rezoned. 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. If the proposed zoning is a Planned Use or requires a special use permit, the rezoning application shall be accompanied by a use permit application defining the specifically requested use or list of uses.
5. Application fee.
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


Applicant's Signature

4/28/22
Date

Narrative Statement

I have purchased 904 Cedar Street and plan to improve the area by demolishing the former structure (completed), fencing in the property, rocking the property, and building a storage shed for my business. My business is located in the same area, so this would be a great location to expand and I will be able to easily maintain it. There will be no increased traffic or any other issues caused by my proposal. Given that I already have an investment in this area, my goal is to improve the character of the area.

Sincerely,



Sean Engelmann

Manger, Engelmann Enterprises LLC



City of Highland Building and Zoning

Meeting Date: June 1, 2022

From: Breann Vazquez, Director of Community Development

Location: 914 Broadway

Zoning Request: Special Use Permit

Description: SUP to allow for a short-term rental in the C-2 district

Proposal Summary

The applicant and property owner is Catherine Weber. 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”):

- Catherine Weber (235 Bristol Dr., Troy, IL) is requesting a Special Use Permit for a short-term rental within the C-2 Central Business District at 914 Broadway. PIN# 01-2-24-05-07-201-023

The zoning matrix identifies “short term rental” as 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. A short-term rental is an appropriate Special Use for the downtown area.

Surrounding Uses

Direction	Land Use	Zoning
North	City Square	C-2
South	Single Family Residence	C-2
East	CC Food Mart	C-2
West	Leroy’s Barber Shop	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;

The proposed Special Use is consistent with the Comprehensive Plan.



City of Highland Building and Zoning

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 is provided.

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

Staff sees a need for more hospitality businesses in Highland and a new short-term rental would help to relieve this problem. Staff has no concerns.



Aerial Photograph



RECEIVED
APR 26 2022

EXHIBIT "A"
Special Use Permit Application

Return Form To:
Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

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

X APPLICANT INFORMATION:

Applicant: Catherine Weber Phone: 618-977-3304
Address: SAME Zip: _____
Email Address: _____
Owner: Catherine Weber Phone: 618 977-3304
Address: 235 Bristol Dr Zip: 62294
Email Address: Catimermann@hotmail.com

PROPERTY INFORMATION:

X Street Address of Parcel ID of Property: 914 Broadway, Highland
Property is Located In (Legal Description):
Lot # 4 Block # 32 City of Highland
Plat Book 4 Page 40 0-2-24-05-07-201-023
Present Zoning Classification: _____ Acreage: _____

X Present Use of Property: Flower shop / 2d floor vacant, was residence of owner
Proposed Land Use: short-term rental

Description of proposed use and reasons for seeking a special use permit:
Air BNB daily rental. 2d floor is vacant and suitable for rental. 2d floor has kitchen, bathroom, 2 Bedrooms and ~~great~~ room - all vacant

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>City square</u>	<u>C-2</u>
South	<u>SF residence</u>	<u>C-2</u>
East	<u>CC Food Mart</u>	<u>C-2</u>
West	<u>Leroy's barber shop</u>	<u>C-2</u>

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

If Yes, what length of time? _____

X

Does the proposed Special Use Permit meet the following standards? If not, attach a separate sheet explaining why.	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;	✓	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	✓	
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;	✓	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	✓	
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?	✓	

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. + site photos
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.

X Catherine A Weber
Applicant's Signature

04/22/2022
Date

914 Broadway, Highland, Illinois

914 Broadway, Loft is located downtown on the south side of the Square, between a C/C Food Mart and Leroy's Barber Shop. It is directly across Broadway from the Square and offers a gorgeous view of the fountain, and the festivities such as parades, Switzerfest, and ect. Its within walking distance to the local shops and restaurants.

I have owned the building since 1993. I own and operate A Special Touch Florist on the ground floor of the building. I serve surrounding funeral homes such as Spengel-Boulanger and Meridith. I own a full service florist. The Upper level was my family home.

The building has about 3,800 square ft. The Loft is up scale and has about 1800 square ft, with two bedrooms, one bath, a gourmet kitchen with granite countertops, a dining room and a large great room that looks out onto The Square. The great room features a gas fireplace and a beautiful view. The roof and the windows have been replaced. Two doorways leading to the upstairs Loft open to the west side. There are steel doors between the design studio and the entrances to the Loft. There are security cameras on the premises the cities camera on the front of the building, and a private camera's on the back of the parking lot of my building.

There is ample parking in the back so there will be no effect on traffic. I intend to rent The Loft on a daily basis. The rental will advertise a 1-to-4-person sleeping capacity. It is ideal for Executives visiting the many companies in Highland or for small parties wishing to enjoy Highland and The Square or surrounding down town shops and businesses.

The Loft will be cleaned professionally after each visitor leaves, as well as cleaning products for daily use. We will also provide a list of important phone numbers, including Police, Fire, Ambulance and the nearby hospital and many others. I will also be available 24/7 by phone if a need arises.

The building has already been inspected for compliance with local fire codes and other ordinances and is in full compliance. Fire extinguishers are available near the kitchen and smoke detectors and CO alarms were recently

installed. The Loft allows for emergency egress from the building and is clearly marked.

There is a need in Highland for more rental availability. Highland hosts many weddings and events and is the home to many corporate headquarters that need quality rental properties, particularly upscale ones like The Loft. The rental at 914 Broadway is compatible with the other zoning uses allowed in the area and will add to the attractiveness and enjoyability of Highland and the downtown area in particular.

A damage deposit will be required for all renters and the deposit will ensure that the House Rules will be respected. The use of the Loft will not change the general nature of the area or the way building has been used for the last 30 years

The House Rules are as follows:

No Smoking.

No loud parties.

No illegal drugs of any kind may be used.

Maximum sleeping occupancy 4.

No flame burning candles.

No guests of guests allowed after 11 PM.









City of Highland Building and Zoning

Meeting Date: June 1, 2022

From: Breann Vazquez, Director of Community Development

Text Amendment: Section 90-201, Table 3.1.A

Description: Text amendment to allow for “Short-Term Rentals” as a Special Use within the Industrial District

Proposal Summary

Matthew Korte (105 Moffett Ave., Collinsville, IL) is requesting a text amendment to Table 3.1.A of the Municipal Code to allow for “Short-term rentals” as a Special Use within Industrial Districts.

Article III, Section 90-201, Table 3.1.A

Table 3.1.A — PRINCIPAL RESIDENTIAL USES															
Use	R1A	R1B	R1 C	R1 D	R2 A	R2 B	R3	C1	C2	C3	C4	I	M	MX	Supp. Regs.
16. Short term rentals			S	S	S	S	S		S	S		S			90-216

Note: Red text is the proposed amendment.

Staff Discussion

This text amendment would allow for applicants to apply for a special use permit for short-term rentals within the industrial district. Given that the industrial district is the least restrictive zoning district and short-term rentals are currently a special use in more restrictive zoning districts, this is not cause for concern. New construction dwellings are not allowed within the industrial district, so any short-term rental would be located within an existing structure.

This text amendment is proposed in order to allow for a short-term rental at 810 Mulberry. The property is currently zoned industrial, so the applicant’s options were to apply for a rezoning or to apply for a text amendment to allow for a “short-term rental” as a Special Use within the industrial district.

The applicant was advised that applying for a rezoning would create spot zoning amongst other zoning concerns and, therefore, is not recommended. Applying for a text amendment to allow for a “short-term rental” as a Special Use within the industrial district is the preferred course of action.

EXHIBIT "A"
CITY OF HIGHLAND, ILLINOIS
Zoning & Land Development Text Amendment

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 Case # _____

APPLICANT INFORMATION:

Applicant: Matthew Korte Phone: 618.210.9445
Address: 105 Moffett Avenue, Collinsville, IL Zip: 62234
Email Address: mattkorte@korteluitjohan.com

TEXT AMENDMENT PROPOSED:

Amendment Proposed to (Check One):

 City Zoning Regulations City Land Development Regulations

Section(s) to Be Amended: Section Section 90-201, Table 3.1.A Section _____

Present Text: Short-term rentals allowed as Special Use in R-1-C, R-1-D, R-2-A, R-2-B, R-3, C-2, C-3

Proposed Text: Short-term rentals allowed as Special Use in Industrial

Reason for Amendment: I would like to propose a short-term rental at 810 Mulberry, which is zoned Industrial. Rezoning is not appropriate and short-term rentals are not currently a special use in Industrial.

IMPACT OF AMENDMENT

Yes No

1. Does the amendment add language to the regulations?		X
2. Does the amendment supplement an existing section?	X	
3. Does the amendment modify an existing section?	X	
4. Does the amendment repeal a section?		X

MATTERS TO BE CONSIDERED

Yes No

1. Is the proposed amendment consistent with the City's Comprehensive Plan?	X	
2. Is the proposed amendment necessary because of changed or changing conditions in the physical areas and zoning districts affected or in the political jurisdiction(s) of such changed and changing conditions:	X	

Matthew Korte
Applicant's Signature

04/27/2022
Date



City of Highland Building and Zoning

Meeting Date: June 1, 2022

From: Breann Vazquez, Director of Community Development

Location: 810 Mulberry St.

Zoning Request: Special Use Permit

Description: SUP to allow for a short-term rental in the Industrial district

Proposal Summary

The applicant is Matthew Korte (105 Moffett Ave., Collinsville, IL). The property owner is Michel and Carrie Finley (1312 Old Trenton Rd., Highland, IL). The applicant of this case is requesting the following Special Use Permit to comply with Table 3.1.A of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

- **A Special Use Permit for a short-term rental in the Industrial District at 810 Mulberry St. (PIN# 01-2-24-05-06-101-005).**

The zoning matrix identifies “short-term rentals” as a Special Use within the following districts: R-1-C, R-1-D, R-2-A, R-2-B, R-3, C-2, C-3.*

**This petition is only valid if the proposed text amendment allowing for “short-term rentals” within the industrial district is passed by City Council.*

Comprehensive Plan Consideration

The subject property is denoted as industrial on the Comprehensive Plan’s Future Land Use Map. Pending a text amendment to allow for short-term rentals within the industrial district, they are an appropriate Special Use for the industrial area.

Surrounding Uses

Direction	Land Use	Zoning
North	Single-Family Home	Industrial
South	Vacant City-Owned Building	Industrial
East	Single-Family Home	Industrial
West	Vacant Shed	Industrial

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.



City of Highland Building and Zoning

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

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 is provided.

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 nearby that require special protection.

Staff Discussion

Staff sees a need for more hospitality businesses in Highland and a new short-term rental would help to relieve this problem. The proposed short-term rental includes rehabilitation the property, which would improve the character of the area. Staff has no concerns.



Aerial Photograph

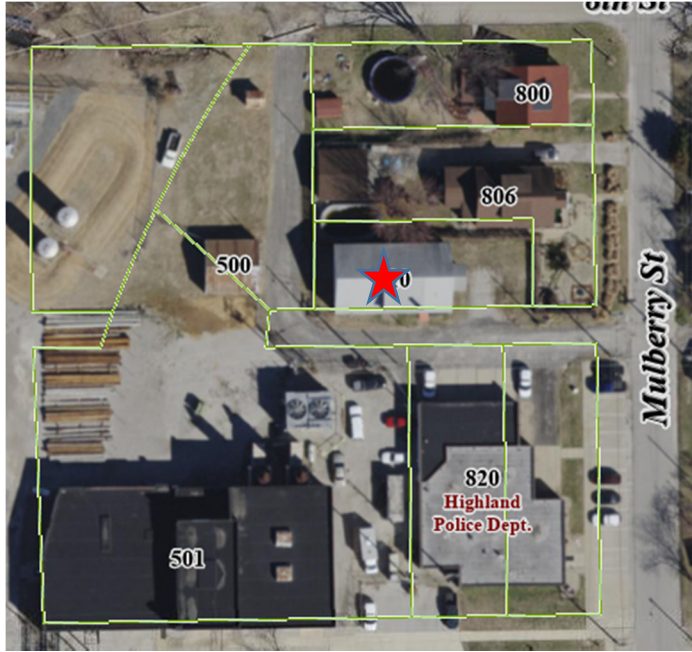


EXHIBIT "A"
Special Use Permit Application

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For Office Use Only

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

APPLICANT INFORMATION:

Applicant: Matthew Korte Phone: 618.210.9445
Address: 105 Moffett Avenue, Collinsville, IL Zip: 62234
Email Address: mattkorte@korteluitjohan.com
Owner: Michel & Carrie Finley Phone: _____
Address: 1312 Old Trenton Rd, Highland, IL Zip: 62249
Email Address: _____

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 810 Mulberry Street; PIN# 01-2-24-05-06-101-005
Property is Located In (Legal Description): attached

Present Zoning Classification: Industrial Acreage: 0.1
Present Use of Property: Vacant building

Proposed Land Use: Short-term rental

Description of proposed use and reasons for seeking a special use permit:
Pending passage of a text amendment to allow for short-term rentals as a special use in the Industrial district, a special use permit will be required to allow for a short-term rental at 810 Mulberry.

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>single-family home</u>	<u>Industrial</u>
South	<u>vacant City-owned building</u>	<u>Industrial</u>
East	<u>single-family home</u>	<u>Industrial</u>
West	<u>vacant shed</u>	<u>Industrial</u>

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

If Yes, what length of time? N/A

<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.

Matthew Korte
Applicant's Signature

04/27/2022
Date

The Mulberry Haus

810 Mulberry St. Highland, IL 62249



Rentals, flips, and investment properties have interested me for quite some time. After attending my 3rd wedding in 2021 at The Olde Wicks Factory, I began to notice a pressing need for more lodging options in Highland; a need I anticipate only growing as the town experiences a new push for revitalization. Recently I discovered a building at 810 Mulberry St for sale and instantly saw an incredible opportunity. I jumped at the chance to combine a number of my untapped interests into one incredible venture.

My vision for 810 Mulberry, or what I have decided to refer to as The Mulberry Haus, is a short-term rental (AirBNB or VRBO) that will feature 2 or 3 bedrooms, a spacious kitchen, and a sprawling lounge room on the west side of the building. I intend to give special consideration to the restrooms as I anticipate much of the rental business here will come from wedding guests who will enjoy a convenient place to prepare for the day. My overall planned concept will be a comfortable atmosphere in a space where rustic meets industrial.

With space enough in front of the house for 4 parking spots, I anticipate no need for any on-street parking. I have been researching a number of smart-home and home-security options to maximize efficiency in the house while minimizing risk and any disruption to the neighbors. I intend to establish and develop a relationship with the immediate neighbors to address any concerns they may have or that may arise. I also intend to meet with city inspectors to ensure all required codes, especially safety and accessibility, are met during the rehab.

When this project is complete and open for business, I will have developed a manual which will address house rules, safety policies, and emergency guidelines. House rules will include items such as: No open flames; No undisclosed guests; Moderation of noise levels; No smoking indoors; Maximum occupancy; etc. Myself or an appointed family member in Highland will be available in emergencies. This manual will also include information regarding locally owned features in town. This property will be kept in order, and once complete, I believe will be a very attractive modification to the neighborhood.

Attractive and convenient lodging draws visitors and revenue to the community. Through displayed brochures and information, I will encourage visitors to utilize locally owned establishments. Thank you for your consideration of my application. I look forward to continued investment and positive growth in the City of Highland.

I, Carrie Finley, am the property owner of 810 Mulberry Street,
PIN# 01-2-24-05-06-101-005. I authorize Matthew Korte to
apply for a special use permit for a short-term rental at the above
property.

Carrie A. Finley

4/28/22

Signature

Date

State of ILLINOIS, County of

MAISON

Signed before me on 4/28/22 (date).



Steve F. Lindsey

Signature of Notary Public



City of Highland Building and Zoning

Meeting Date: June 1, 2022

From: Breann Vazquez, Director of Community Development

Location: 215, 35, 35A, 35B, 35C, 35D, 43A, 43B, 43C, 43D Colonial Manor Drive, 219 Sycamore Street

Zoning Request: Rezoning

Description: Rezoning from R-2-B to R-3

Proposal Summary

The City of Highland is the applicant. The City of Highland is requesting to rezone the following parcels from R-2-B Multiple Family Residential to R-3 Multiple Family Residential:

215 Colonial Manor Drive, PIN# 02-2-18-33-00-000-039
35 Colonial Manor Drive, PIN# 02-2-18-33-00-000-038
35 A Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.01C
35 B Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.02C
35 C Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.03C
35 D Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.04C
43 A Colonial Manor Drive, PIN# 02-2-18-33-00-000-038.01C
43 B Colonial Manor Drive, PIN# 02-2-18-33-00-000-038.02C
43 C Colonial Manor Drive, PIN# 02-2-18-33-00-000-038.03C
43 D Colonial Manor Drive, PIN# 02-2-18-33-00-000-038.04C
219 Sycamore Street, PIN# 02-2-18-33-00-000-037

City Staff noticed that this area is currently zoned R-2-B Multiple Family Residential, which allows for single family homes and duplexes, although it consists of solely multifamily dwellings of 4 units.

It is City Staff's conclusion that the proper zoning of the area be R-3, which is primarily for multifamily dwellings of 3+ units.

A letter that was mailed to the property owners is enclosed. City Staff has received 8 returned forms of support and 1 phone call stating support from property owners. At the time of this staff report, City Staff has been unable to make contact with 1 of the 10 property owners. Multiple attempts of contact have been made to the remaining property owner.

Comprehensive Plan Consideration

The Comprehensive Plan and Future Land Use Map are considered policy guides to current and future development. While they do not have the force of an ordinance, it is generally recommended that



City of Highland

Building and Zoning

municipalities adhere to the findings, policies, principals, and recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified.

The subject property is denoted as Medium Density Residential on the Comprehensive Plan’s Future Land Use Map. The applicant’s request is consistent with the Future Land Use Map and the goals and policies established within the Comprehensive Plan.

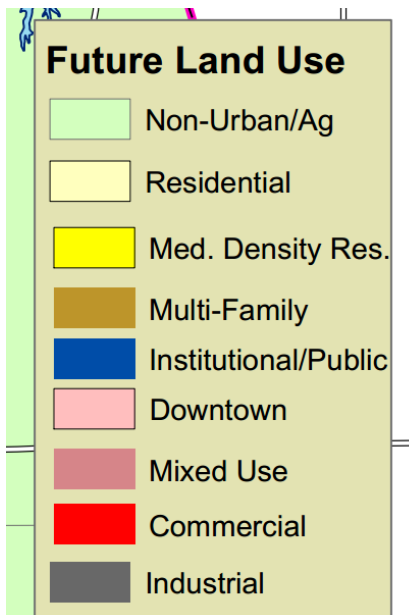
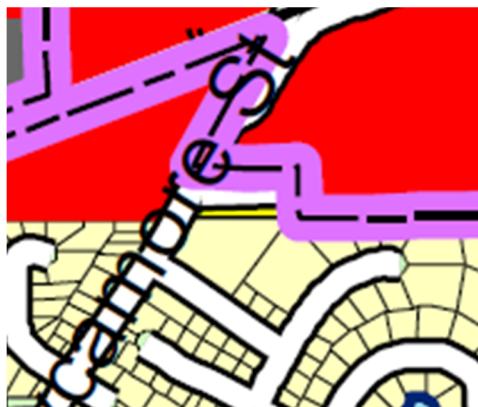
Zoning Map



Legend

- | | |
|--|--|
| Corporate Boundary | R-3 - Multiple Family Residence 60 FT. Lot Width |
| R-1-A - Single Family Residence 150 FT. Lot Width | C-2 - Central Business District No Lot Width Requirement |
| R-1-B - Single Family Residence 100 FT. Lot Width | C-3 - Highway Business District None |
| R-1-C - Single Family Residence 70 FT. Lot Width | C-4 - Limited Business No Lot Width Requirement |
| R-1-D - Single Family Residence 50 FT. Lot Width | I - Industrial District No Lot Width Requirement |
| R-2-A - Multiple Family Residence 70 FT. Lot Width | MX - Mixed Use |
| R-2-B - Multiple Family Residence 70 FT. Lot Width | Not In Corporate Limits |

Future Land Use Map





City of Highland

Building and Zoning

Standards of Review for Zoning Map Amendments and Findings of Fact

Below are the nine (9) consideration items listed in Section 90-88 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a zoning map amendment request.

1. Existing use and zoning of the property in question.

The property is currently zoned R-2-B and consists of multifamily dwellings of 3+ units.

2. Existing use and zoning of other lots in the vicinity of the property in question.

Direction	Land Use	Zoning
North	Vacant Land	Madison County Agricultural
South	Single-Family Residence	R-1-C
East	Vacant Land	Madison County Agricultural
West	Vacant Land	R-1-D

3. The extent to which the zoning map amendment may detrimentally affect nearby properties.

The rezoning will not have a negative effect on nearby properties.

4. Suitability of the property in question for uses already permitted under existing requirements.

The property is suitable for multifamily dwellings of 3+ units.

5. Suitability of the property in question for the proposed uses.

There are no proposed new uses.

6. The type, density and character of development in the vicinity of the property in question, including changes, if any, which may have occurred since the property was initially zoned or last rezoned.

This property has been multifamily dwellings of 3+ units since it was initially zoned.

7. The effect the proposed map amendment would have on the implementation of the City's Comprehensive Plan.

The amendment is consistent with the Comprehensive Plan.

8. The effect the proposed map amendment would have on public utilities, other needed public services and traffic circulation on nearby streets.

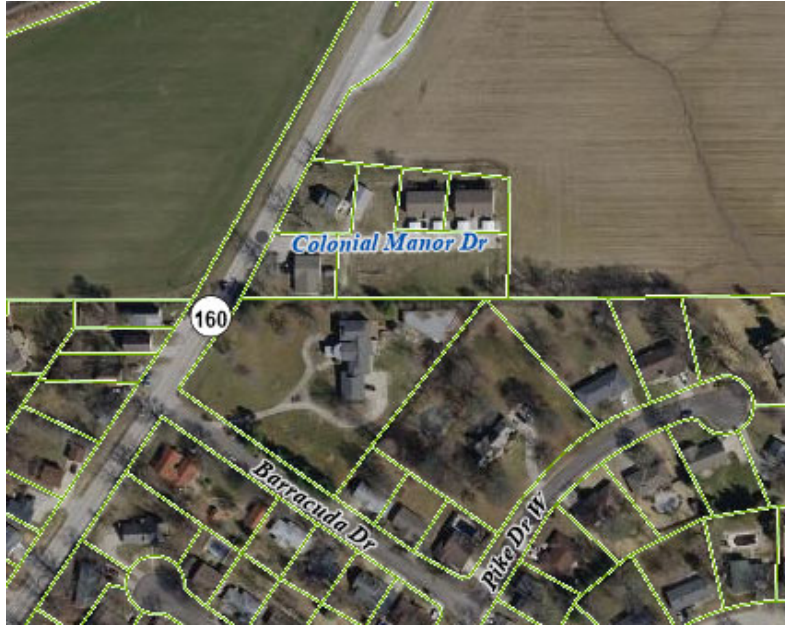
The amendment will not affect public utilities, public services, or traffic.

9. Whether the map amendment will promote the health, safety, quality of life, comfort and general welfare of the city.

The amendment will promote the health, safety, quality of life, comfort and general welfare of the city.



Aerial Photograph





City of Highland

Building and Zoning

January 12, 2022

NOTICE: ACTION REQUIRED

Dear Property Owner,

The City of Highland is seeking the rezoning of the following properties from R-2-B Multiple Family Residential (duplexes) to R-3 Multiple Family Residential (2+ units):

215 Colonial Manor Drive, PIN# 02-2-18-33-00-000-039
35 Colonial Manor Drive, PIN# 02-2-18-33-00-000-038
35 A Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.01C
35 B Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.02C
35 C Colonial Manor Drive, PIN# 02-2-18-33-00-000-043.03C
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43 C Colonial Manor Drive, PIN# 02-2-18-33-00-000-038.03C
43 D Colonial Manor Drive, PIN# 02-2-18-33-00-000-038.04C
219 Sycamore Street, PIN# 02-2-18-33-00-000-037

Upon speaking with a property owner, it has come to the City's attention that the Colonial Manor subdivision consists of multifamily dwellings of 4 units. The current zoning district, R-2-B, is primarily for duplexes. The proper zoning district for this area is R-3, primarily for multifamily dwellings of 3+ units.

Given that any dwellings consisting of more than 2 units are disallowed within the current zoning district the following restrictions from the Municipal Code apply:

Sec. 90-231. - Nonconforming structures.

Any lawful structure which exists on the effective date of the ordinance from which this chapter derives, but which could not be erected under the terms of this chapter because of restrictions on lot size, height, setbacks, or other characteristics of the structure or its location on the lot, may lawfully remain, subject to the following:

(1) *Enlargement, alterations.* No such structure shall be enlarged or altered in any way which increases its nonconformity.

(2) *Relocation.* No such structure shall be relocated unless, after relocation, it will conform to all the requirements of the district in which it is located.



City of Highland Building and Zoning

(3) *Reconstruction.* Any nonconforming structure which is destroyed or damaged by any means may be reconstructed, provided it does not increase its nonconformity, and provided such work starts within 12 months from the date the damage occurred and is diligently prosecuted to completion.

If the area is rezoned to R-3, a Planned Unit Development may be applied for in order to reconstruct existing dwellings after one year, remodel existing dwellings, relocate existing dwellings, or construct additional dwellings.

Property value and taxes would not be affected by the rezoning of the above properties. Zoning districts are not considered when assessing property value and taxes. Rather, the property use itself is considered.

This rezoning is in the best interest of property owners and is encouraged by the City of Highland.

If you are in support of rezoning your property, please complete, sign, and submit the enclosed form to the Building & Zoning Department. You may drop off your form to our office at 2610 Plaza Drive or you may email it to highlandzoning@highlandil.gov. We are open 8:00am-4:30pm Monday-Friday. The drop box may be used after hours. You may also mail the form to the following address:

**City of Highland
Attn: Building & Zoning
PO Box 218
Highland, IL 62249**

If you are not in support of the rezoning of your property, please submit a written statement to the Building & Zoning Department using the above methods of contact.

Beginning on **February 1, 2022**, we will begin to make individual contact with those who we have not received a signed form or written statement from.

If you have any questions, please contact Breann Vazquez, Director of Community Development, at 618-654-7115 or highlandzoning@highlandil.gov. You may also request a meeting with Breann at the Building & Zoning office.

Sincerely,

Chris Conrad
City Manager

Breann Vazquez
Director of Community Development

Enclosure



City of Highland
Building and Zoning

I own the below property and I am in support of having my property rezoned from the R-2-B District to the R-3 District.

My property's principal use is a 3+ unit multifamily structure or vacant lot.

Property Address: _____

Owner Name(s): _____

Signature(s)

Date

Signature(s)

Date

Please complete, sign, and submit the enclosed form to the Building & Zoning Department. You may drop off your form to our office at 2610 Plaza Drive or you may email it to highlandzoning@highlandil.gov. We are open 8:00am-4:30pm Monday-Friday. The drop box may be used after hours. You may also mail the form to the following address:

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