



City of Highland

Building and Zoning

Combined Planning & Zoning Board Agenda
Highland Area Senior Center – 187 Woodcrest Drive
September 4, 2024 7:00 P.M.

1. Call to Order

2. Roll Call

3. General Business:

Approval of the March 6, 2024 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) Kim & Clint Hamel of 1 Keeven Ct., Highland, IL are requesting a Special Use Permit for a short-term rental within the R-1-D Single Family Residence District at 608 Pine St. PIN# 02-2-18-32-19-404-023.
- b) Tut Properties Inc., of 10 Winged Foot Drive, Highland, IL, is requesting approval of a preliminary plat for Tut Industrial Park, to be located at the northeast intersection of Veterans Honor Parkway and Highway 40 / St. Rose Road. The subject property is more specifically identified as: 01-2-24-03-00-000-029 (12591 Iberg Road), 01-2-24-03-00-000-030 (2250 Veterans Honor Parkway), 01-2-24-03-00-000-031 (12519 Iberg Road), and 01-1-24-03-00-000-010 (St. Rose Road). The properties are currently zoned "I" Industrial District with no lot width requirement.

7. Calendar

- a. October 2, 2024 – Combined Planning and Zoning Board Meeting

8. Adjournment

Citizens may attend in person or monitor the meeting by phone. To monitor the meeting, call 618-882-4358 and use conference ID# 434162. 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 Jackie Heimbarger, ADA Coordinator, at 618-654-9891.



City of Highland Building and Zoning

Meeting Date: September 4, 2024

From: Michael Hanna, Building & Zoning Inspector and Code Enforcement

Location: 608 Pine St. PIN# 02-2-18-32-19-404-023.

Zoning Request: Special Use Permit

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

Proposal Summary

The applicant and property owner is Kim & Clint Hamel. 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”):

- Kim & Clint Hamel of 1 Keeven Ct., Highland, IL are requesting a Special Use Permit for a short-term rental within the R-1-D Single Family Residence District at 608 Pine St. PIN# 02-2-18-32-19-404-023.

The zoning matrix identifies “short term rental” as Special Use within the R-1-D Single Family 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	Duplex	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 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 meet this demand.

It should be noted that this residence will allow for 6 off street parking spots in the rear of the home.

Staff Recommendation

Staff recommend approval of the Special Use Permit.



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) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: 7-31-24
Filing Fee: \$250.00
Date Paid: 7-31-24
Date Advertised: 8/9/24
Date Notices Sent: 8/14/24
Public Hearing Date: 9-4-24
Zoning File #: Sup-0924-0028

APPLICANT INFORMATION:

Applicant: Tim & Clint Hamel Phone: 618.514.0362
Address: 1 Heeven Ct Zip: 62249
Email Address: timhamel75@gmail.com
Owner: Same Phone: 618.704.8313
Address: Same Zip: _____
Email Address: Same

PROPERTY INFORMATION:

Parcel ID: 02-2-18-32-19-404,023
Street Address of Parcel ID of Property: 608 Pine St, Highland, IL 62249
Property is Located In (Legal Description): attached

Present Zoning Classification: _____ Acreage: .17

Present Use of Property: currently being re-modeled

Proposed Land Use: residential - short-term rentals

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

Short-term rental

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Duplex</u>	<u>R-1-D</u>
South	<u>single family Home</u>	<u>R-1-D</u>
East	<u>single family Home</u>	<u>R-1-D</u>
West	<u>single family Home</u>	<u>R-1-D</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;	<u>X</u>	
B. Is the proposed special use consistent with this City's Comprehensive Plan;	<u>X</u>	
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;	<u>X</u>	
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and	<u>X</u>	
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?	<u>X</u>	

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.

[Signature]
Applicant's Signature

6.18.24
Date

192
Return to: 2160341-charge
Community Title Shiloh, LLC
1207 Thuyvenot Lane, Suite 800
Shiloh, IL 62269

STATE & COUNTY TAX

STATE OF ILLINOIS
JUN.-1.16

MADISON COUNTY

REAL ESTATE
TRANSFER TAX

00090.00

FP 326651



2016R17877
STATE OF ILLINOIS
MADISON COUNTY
06/01/2016 1:06 PM
AMY M. MEYER, RECORDER
REC FEE: 35.00
CO STAMP FEE: 30.00
ST STAMP FEE: 60.00
FF FEE:
RHSPS FEE: 9.00
OF PAGES: 4

THE ABOVE SPACE FOR RECORDER'S USE ONLY

44.00

WARRANTY DEED

THIS INDENTURE WITNESSETH, That the Grantor:

Matthew L. Bugger Sr.

for and in consideration of the sum of One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged, CONVEY and WARRANT to

William C. Hamel and Kimberly A. Hamel, husband and wife, as joint tenants with the right of survivorship

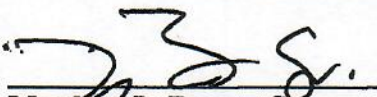
whose address is: **1 Keeven Court, Highland, IL 62269**

the following described real estate commonly known as **608 Pine Street, Highland IL 62269**

See Exhibit A for Legal Description

situated in **Madison** County, Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

Dated this 30th day of March 2016

 Matthew L. Bugger Sr.		
STATE OF ILLINOIS)	
COUNTY OF <u>Clinton</u>)	SS

I, the undersigned, a Notary Public, in and for said County and State aforesaid, DO HEREBY CERTIFY THAT Matthew L. Bugger Sr., personally known to me to be the same person(s) whose name is/are subscribed to the foregoing instrument, as having executed the same, appeared before me this day in person and acknowledged that he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act for the uses and purposes therein set forth including the release and waiver of the right of homestead.

Given under my hand and Notarial Seal this 30th day of March, 2016.

My commission expires:





Notary Public

<p align="center">THIS INSTRUMENT PREPARED BY</p> <p align="center">Mottaz Law Office 2600 D. State Street Alton, IL 62002</p>	<p align="center">FUTURE TAX BILLS should be sent to:</p> <p align="center">William C. Hamel and Kimberly A. Hamel 608 Pine Street Highland IL 62269</p>
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<p>PLEASE RETURN THIS DOCUMENT Re: Z160341 TO:</p> <p align="center">Community Title Shiloh, LLC 1207 Thouvenot Lane, Suite 800 Shiloh, IL 62269</p>
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Exhibit A

Lot 2 in Block No. 1 in Frank Lorenz's Addition to the City of Highland, according to the plat thereof recorded in the Recorder's Office of Madison County, Illinois in Plat Book 9 Page 27.

Situated in Madison County, Illinois.

PPN: 02-2-18-32-19-404-023



**THIS IS A LEGAL DOCUMENT - CONSULT YOUR PRIVATE ATTORNEY
AFFIDAVIT TO COMPLY WITH PLAT ACT AND TRACT
SURVEY REQUIREMENTS**

Affiant is (agent for) (an officer of) (one of) the grantor(s) in a (deed) (lease) (contract) transferring interest in the real estate described in the accompanying document. Affiant further states this transfer is exempt from the Illinois Plat Act because it is:

- ☒ A. NOT A DIVISION OF LAND (parcel lines unchanged) ☐ C. DIVISION FOR TAXING PURPOSES ONLY (parcel lines change)
- ☐ B. A DIVISION OF LAND THAT MEETS ONE OF THE FOLLOWING EXCEPTIONS TO THE PLAT ACT:
- | | |
|---|--|
| <p>___ 1. A DIVISION OR SUBDIVISION OF LAND INTO TRACTS OF 5 ACRES OR MORE NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS WITH A MINIMUM OF FIVE (5) ACRES RESIDUE OR GRANDFATHERED UNDER PRIOR APPROVED PLAT BY LAND USE COMMITTEE;</p> <p>___ 2. A DIVISION OF LOTS OR BLOCKS OF LESS THAN 1 ACRE IN A RECORDED SUBDIVISION NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS;</p> <p>___ 3. A SALE OR EXCHANGE OF LAND BETWEEN OWNERS OF ADJOINING AND CONTIGUOUS LAND;</p> <p>___ 4. A CONVEYANCE OF LAND FOR USE AS A RIGHT OF WAY FOR PUBLIC UTILITIES AND OTHER PIPELINES NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS;</p> | <p>___ 5. A CONVEYANCE OF LAND OWNED BY A PUBLIC UTILITY NOT INVOLVING NEW STREETS OR EASEMENTS OF ACCESS;</p> <p>___ 6. A CONVEYANCE OF LAND FOR HIGHWAY OR OTHER PUBLIC PURPOSE OR RELATING TO A DEDICATION OF LAND FOR OR VACATION OF LAND SUBJECT TO A PUBLIC USE;</p> <p>___ 7. A CONVEYANCE TO CORRECT DESCRIPTION IN PRIOR CONVEYANCE;</p> <p>___ 8. THE SALE OR EXCHANGE OF PARCELS OF LAND FOLLOWING THE DIVISION INTO NO MORE THAN 2 PARTS OF A PARCEL EXISTING ON 7/17/59 AND INVOLVING NO NEW STREETS OR EASEMENTS OF ACCESS;</p> <p>___ 9. THE SALE OF A SINGLE LOT/TRACT LESS THAN 5 ACRES FROM A LARGER TRACT. (EXCEPTION ONLY APPLIES TO THE 1ST LOT CONVEYED UNDER 5 ACRES FROM A LARGER TRACT AS IT EXISTED ON 10/1/73). (THE SINGLE TRACT OF LESS THAN 5 ACRES MUST HAVE BEEN SURVEYED BY AN ILLINOIS REGISTERED LAND SURVEYOR WHOSE SURVEY MUST HAVE BEEN RECORDED OR ACCOMPANY THE DEED.)</p> |
|---|--|

**IF "A" IS MARKED ABOVE, APPROVAL BY THE MAPS & PLATS GIS DIVISION IS NOT REQUIRED.
IF "B OR C" IS MARKED ABOVE, APPROVAL BY THE MAPS & PLATS GIS DIVISION IS REQUIRED.**

Under penalties of perjury I swear that the statements contained here are true and correct.

X
Matthew L. Bugger Sr.

Date: 3/30/16

Z160341

Subscribed and sworn to before me:

Notary Public



All divisions of less than 2 acres within the County jurisdiction must be reviewed by the Madison County Planning and Development Department

This affidavit only ensures the Recorder's Office compliance with the State Plat Act. If the property is located within a municipality or within 1.5 miles of a municipality, local ordinances may apply. If exception 9 is used, it is required that this land division be reviewed & approved by the participating municipality. Each municipality has five (5) business days to review deed(s) and return. If the five day limit expires, Maps & Plats will process the deed upon proof of date submitted to municipality.

Date Submitted to Municipality (s) _____ Please Check One ☐ Municipality Jurisdiction ☐ County Jurisdiction

Municipality(s) With Jurisdiction _____

Municipal Planning Officials Signature _____

END OF DOCUMENT

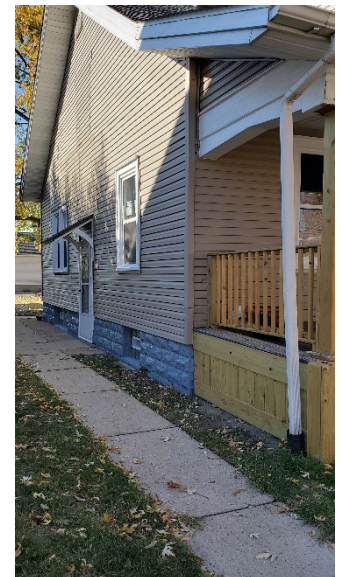
Municipal Planning Officials Signature _____

Print Name _____

Date _____



The Pine Place
608 Pine Street
Highland, IL 62249



Two years ago, we made the decision to completely flip the house to increase the property value to possibly sell. We learned that there is a need for short term rental properties in Highland to accommodate the influx of guests attending weddings, sporting events and over-flow of family for Highland residents during the holidays.

We have made extensive improvements to the house, including new HVAC, plumbing, electric, brand new kitchen and bathroom cabinets and fixtures. Our house has enough room for 10-12 guests. Street parking on Pine will not be an issue as we will develop a large parking space behind the house, accessible via the alley, to accommodate 6 vehicles.

We have developed relationships with the owners on either side of the house to address any immediate or long-term concerns. House guests will have our contact information in case of any emergencies.

Upon completion of this project we will create policies and procedures regarding house rules, checking in and out, emergency contacts, maximum occupancy, noise levels, and safety guidelines for guests.

We believe the improvements to this house will add to the already attractive accommodations to the neighborhood. Visitors will be encouraged to patronize locally owned shops and restaurants during their stay.

Thank for your consideration of our application for a special use permit. We look forward to promoting Highland and investing in the community.

MEMORANDUM

To: City of Highland Combined Planning & Zoning Board

Meeting Date: September 4, 2024

From: Emily Calderon, AICP, Moran Economic Development

Location: PINs# 01-1-24-03-00-000-010, 01-2-24-03-00-000-031, 01-2-24-03-00-000-030, and 01-2-24-03-00-000-029

Proposal: Preliminary Plat – Tut Industrial Park

Project Description

The proposed subdivision will contain 12 lots. Two of the lots will be used solely for wet retention basins and one lot (Lot 5) will be significantly smaller than the others and will contain the Industrial Park signage.

Proposed lot sizes are as follows:

- Lot 1 – 3.82 acres
- Lot 2 – 1.70 acres
- Lot 3 – 1.81 acres
- Lot 4 – 1.79 Acres
- Lot 5 – 0.39 acres (sign)
- Lot 6 – 0.87 acres (retention basin only)
- Lot 7 – 1.29 acres
- Lot 8 – 1.29 acres
- Lot 9 – 2.44 acres
- Lot 10 – 2.43 acres
- Lot 11 – 2.43 acres
- Lot 12 – 2.00 acres
- Outlot 1 – 1.19 acres (retention basin)
- Outlot 2 - .03 acres (existing City-owned Lift Station)

The total area of the subdivision is 27.16 acres. Proposed Lot 1 was originally platted as Lots 52-54 of the Winfield Place Commercial Park.

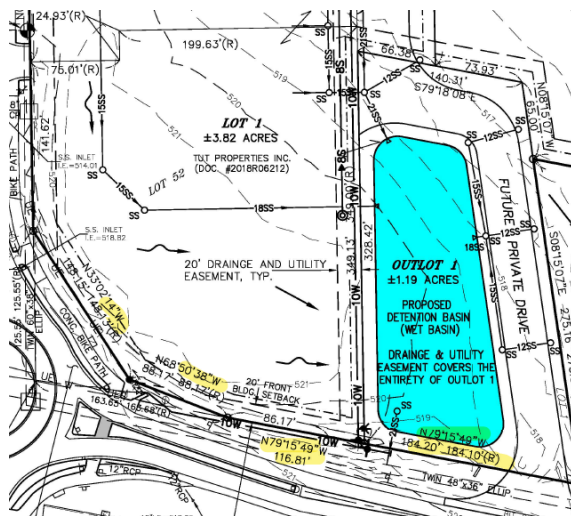
Comprehensive Plan and Zoning:

The Comprehensive Plan future land use map, which was adopted in 2017, identifies the subject property as commercial, mixed-use, and residential. However, the 2024 Zoning Map identifies the property as Industrial.

Plat Review:

A review of the preliminary plat yields the following concerns and comments:

1. Storm sewer lines shown on Lot 1 should be in an easement.
2. Lot 6 should be an Outlot since its intended purpose is a wet basin (per 66-5-12.5c)
 - a. There should be a note on the final plat regarding maintenance by the Association for both this lot and Outlot 1.
3. Consider combining Lots 5 and 6 so that the sign is located on an Outlot that will be maintained by the Association.
4. A waiver for omission of sidewalks is requested by the developer.
5. Increase the south setback line for Lot 4 and Lot 2 to 20-feet since the property immediately south is used for residential purposes.
6. Increase the east setback line of Lot 5 to 20-feet since the property immediately east is used for residential purposes. Note, Lot 5 becomes an Outlot, no setback line is required.
7. There are a few concerns with the bearings used in the legal description and the calls used on the drawing. Specific examples are cited below.



LEGAL DESCRIPTION

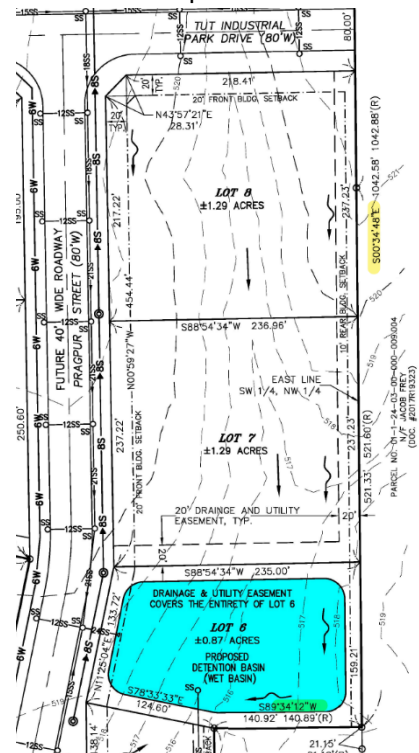
LOTS 52, 53 AND 54 OF WINDFIELD PLACE COMMERCIAL PARK, A SUBDIVISION IN A RE-SUBDIVISION OF LOT 1 OF WINDFIELD PLACE, BEING PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 4, AND RECORDED IN PLAT BOOK 62 PAGE 54, AND PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, ALL IN TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN, MADISON COUNTY, ILLINOIS, AS PER PLAT THEREOF RECORDED IN PLAT CABINET 65 ON PAGE 121. EXCEPTING THEREFROM THAT PART OF SAID LOT 52 CONVEYED TO THE CITY OF HIGHLAND BY WARRANTY DEED RECORDED ON NOVEMBER 9, 2018 AS DOCUMENT NO. 2018R35546 IN THE RECORDER'S OFFICE OF MADISON COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED THEREIN AS FOLLOWS:

THAT PART OF LOT 52 OF "WINDFIELD PLACE COMMERCIAL PARK" A RE-SUBDIVISION OF LOT 1 OF WINDFIELD PLACE, BEING PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 4, AS RECORDED IN PLAT BOOK 62 ON PAGE 54, AND PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, ALL IN TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN, REFERENCE BEING HAD TO THE PLAT THEREOF RECORDED IN THE RECORDER'S OFFICE OF MADISON COUNTY, ILLINOIS, IN PLAT BOOK 65 ON PAGE 121, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 52, THENCE ON AN ASSUMED BEARING OF NORTH 00 DEGREES 59 MINUTES 50 SECONDS WEST ON THE WEST LINE OF SAID LOT 52, A DISTANCE OF 125.55 FEET; THENCE SOUTH 33 DEGREES 02 MINUTES 50 SECONDS EAST, 148.13 FEET; THENCE SOUTH 88 DEGREES 51 MINUTES 21 SECONDS EAST, 88.17 FEET TO THE SOUTH LINE OF SAID LOT 52; THENCE NORTH 79 DEGREES 17 MINUTES 08 SECONDS WEST, 163.68 FEET TO THE POINT OF BEGINNING.

The point of beginning is not identified on the drawing to the left. Additional discrepancies are highlighted below.

ALSO,

THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN, MADISON COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER; THENCE S.00°03'28"E., (BEARING ASSUMED) ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, 1042.88 FEET TO THE NORTHEAST CORNER OF A TRACT OF LAND DEEDED TO MICHAEL V. WETZEL AND BRENDA L. WETZEL, RECORDED IN BK. 4037, PG. 504 OF THE MADISON COUNTY, ILLINOIS, RECORDER'S OFFICE; THENCE S.89°32'06"W., 140.89 FEET TO THE NORTHWEST CORNER OF SAID WETZEL TRACT; THENCE S.00°38'50"E., ALONG THE WEST LINE OF SAID WETZEL TRACT, 137.31 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD); THENCE ALONG A CURVE ON SAID NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD) HAVING A RADIUS POINT TO THE



Discussion:

While there are minor comments and adjustments suggested (as described above), the Preliminary Plat is well-aligned with the City's Land development and Zoning Codes.

Staff Recommendation:

In consideration of the information presented herein, it is recommended that the Preliminary Plat be approved with the condition that Plat Review items 1-7 are addressed prior to City Council.



City of Highland

DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT
BUILDING AND ZONING DIVISION

PRELIMINARY PLAT APPLICATION

PROCEDURES

The procedures for Preliminary Plat Review for the City of Highland are as follows:

1. Pre-Application Meeting: Before preparing a proposed subdivision plat for an area, the owner, developer, or their representatives should have a pre-application meeting with the Community Development and Public Works Departments approximately two and one-half months, (75 days) prior to the meeting date for submission of a preliminary plat to the Combined Planning and Zoning Board (CPZB).
2. Sketch proposal: During the pre-application meeting, the developer should provide a sketch plan for submission to the department of community development, in care of the community development director, for review and informal discussion with the city staff, to determine applicable ordinance standards which must be complied with. A sketch plan does not need to be prepared by an engineer or draftsman nor does it need to be on exact scale or precise dimensions. However, the following information must be provided in the sketch plan:
 - a. Tract boundaries;
 - b. Area in which land development is located;
 - c. North point;
 - d. Streets on and adjacent to the tract;
 - e. Significant topographical and physical features;
 - f. Proposed general street layout;
 - g. Proposed general lot layout.
3. Application and fees: All preliminary plat applications shall be filed with the Community Development Department and the \$100.00 plus \$10 per lot "Preliminary Plat Review fee" as required per Section 90.067 of the City's Zoning Code. An application shall not be scheduled for review by the Combined Planning and Zoning Board until the application form has been fully completed, the filing fee paid, and all required information submitted.
4. Submittal Requirements: The applicant shall submit eighteen (18) hard copies of the preliminary plat and one (1) electronic copy (PDF) in support of the completed application. All preliminary plats shall comply with the requirements and development standards pursuant to Sections 66-4-3 "Preliminary plat filing procedure," 66-4-4 "Information required – Preliminary plat," and 66-5-3 "General design standards" of the Land Development Code.
5. Variances: If the proposed request requires any variances to the Zoning Code or Land Development Code, the applicant shall submit a variance application concurrently with the preliminary plat application.

6. Staff Review: Following application submittal, preliminary plat review shall be performed by the Administrative Official, or his designated appointee(s), and all other department heads and agencies having jurisdiction over the development site. Following the review, a staff report including a recommendation shall be submitted to the Combined Planning and Zoning Board for their review and approval. The staff report and recommendations shall be based on the following standards:
 - a. The extent to which the proposal conforms to this Chapter and the City's Comprehensive Plan;
 - b. The extent to which the development would be compatible with the surrounding area;
 - c. The extent to which the proposal conforms to the provisions of the City's Land Development Code;
 - d. The extent to which the proposal conforms to customary engineering standards used in the City; and
 - e. The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.
7. Review and Approval: The Combined Planning and Zoning Board shall perform their review at the next regularly scheduled meeting and will provide a recommendation to approve, approve with conditions, or deny the request. The CPZB's recommendation will then be forwarded to the City Council for review and approval.
8. Following Approval: Approval of a preliminary plat does not constitute the right to begin construction immediately. After a preliminary plat is approved, the developer is required to submit Improvement Plans for all public improvements to be reviewed and approved by the Community Development and Public Works Department.
9. Plat Duration and Phasing: The preliminary plat approval will remain in effect for one-year period from the day the city council approves the plat. The applicant may, during this period, submit all or part or parts of said preliminary plat for final approval. If the subdivision is being developed in stages, the applicant may, by written mutual agreement with the city council, have final approval of the last part of the plat delayed for a period not to exceed five years from the date of the preliminary plat approval. Any part of a subdivision, which is being developed in stages, shall contain a tract of land at least one block in area or five gross acres.

EXHIBIT "A"
CITY OF HIGHLAND
Preliminary Plat Application

Return Form To:

Administrative Official
City of Highland 12990
Troxler Rd
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: Surjit (Sunny) Tut Phone: 209-610-1313
Address: 10 Winged Foot Drive, Highland, IL Zip: 62246
Email Address: tut1313@yahoo.com
Owner: Surjit (Sunny) Tut Phone: 209-610-1313
Address: 10 Winged Foot Drive, Highland, IL Zip: 62249
Email Address: tut1313@yahoo.com

ENGINEER/ DESIGN PROFESSIONAL INFORMATION:

Name of Firm: Curry & Associates Engineers, Inc. Phone: 618-327-8841
Address: 243 East Elm Street, P.O. Box 246, Nashville, IL Zip: 62263
Project Manager: Michael R. Brandt, P.E.
Email Address: mbrandt@curryassociates.com

PROPERTY INFORMATION:

Location of Property: PT. SW 1/4, NW 1/4, SECT. 3, T.3N., R.5W., 3rd P.M., MADISON COUNTY, ILLINOIS

Legal Description: SEE ATTACHED FOR LEGAL DESCRIPTION OF SUBDIVISION

Present Zoning Classification: I - Industrial Acreage: +/- 27.16

Present Use of Property: Vacant, Agriculture

Proposed Number of lots: 12 + 2 Outlots

Description of proposed use of Development: Commercial/Industrial development.

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Agricultural</u>	<u>Not in corporate limits.</u>
South	<u>Agricultural</u>	<u>C-4 Limited Business</u>
East	<u>Agricultural</u>	<u>Not in corporate limits.</u>
West	<u>Planned residential</u>	<u>R-2-A Multiple Family Residence</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

8/2/24

 Date

Exhibit 2. - Checklist for Preliminary Plat

Name of subdivision: Tut Industrial Park 2

Date of submission: 7-30-24

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:

- GM 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.
- GM 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.
- GM 3. Proposed name of the subdivision, location given by township, range, section, or other legal description.
- GM 4. Title Block must include the wording Preliminary Plat
- GM 5. Zoning district classification of the tract to be subdivided, and of the adjacent land.
- NA 6. If the plat is shown on two or more sheets, an index shall be provided on each sheet alone with corresponding "match lines".
- GM 7. North arrow, graphic scale, and date of map.
- GM 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
- GM 9. All lot lines adjacent to and abutting the subdivision.
 - GM a. Ownership of the surrounding land.
 - GM b. Alignment of existing streets and rights-of-way.
 - GM c. Section and corporate limit lines.
- GM 10. Tract boundary lines showing dimensions, bearings, and references to known land lines.
- GM 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.

- NA 12. Delineation of pre-development drainage basins showing directions of flow and downstream receiving facility.
- NA 13. Delineation of post-development drainage basins showing directions of flow and downstream receiving facility.
- GM 14. Any proposed alteration, adjustment or change in the elevation or topography of any area.
- GM 15. Locations of such features as bodies of water, ponding areas, natural drainageways, railroads, cemeteries, bridges, parks, schools, permanent structures, buildings, etc.
- GM 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.
- NA 17. A copy of the results of any tests made to ascertain subsurface rock and soil conditions and the water table.
- GM 18. Locations, widths, and purposes of all existing and proposed easements.
- NA 19. A copy of the description of all proposed deed restrictions and covenants.
- GM 20. Location and size of existing and proposed sanitary sewers, storm sewers and potable water lines.
- GM 21. Locations, types, and approximate sizes of all other existing and proposed utilities.
- GM 22. Front building setback or front yard lines and dimensions.
- NA 23. Locations, dimensions, and areas of all parcels to be reserved or dedicated for schools, parks/playgrounds, and other public purposes.
- GM 24. Locations, dimension, and areas of all proposed or existing lots within the subdivision.
- GM 25. Indication on drawing, or by certificate, that the developer is aware of the responsibility for installation of street signs.
- GM 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: Gary S. Mueller

Address: P.O. Box 333, Nashville, IL 62263

Telephone: 618-478-9000

Email: gary@apisurvey.com

Date: 7-30-24

RE: LEGAL DESCRIPTION OF TUT INDUSTRIAL PARK 2 SUBDIVISION

LEGAL DESCRIPTION:

LOTS 52, 53 AND 54 OF WINDFIELD PLACE COMMERCIAL PARK, A SUBDIVISION IN A RE-SUBDIVISION OF LOT 1 OF WINDFIELD PLACE, BEING PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 4, AND RECORDED IN PLAT BOOK 62 PAGE 54, AND PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, ALL IN TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN, MADISON COUNTY, ILLINOIS, AS PER PLAT THEREOF RECORDED IN PLAT CABINET 65 ON PAGE 121. **EXCEPTING** THEREFROM THAT PART OF SAID LOT 52 CONVEYED TO THE CITY OF HIGHLAND BY WARRANTY DEED RECORDED ON NOVEMBER 9, 2018 AS DOCUMENT NO. 2018R35546 IN THE RECORDER'S OFFICE OF MADISON COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED THEREIN AS FOLLOWS:

THAT PART OF LOT 52 OF "WINDFIELD PLACE COMMERCIAL PARK" A RE-SUBDIVISION OF LOT 1 OF WINDFIELD PLACE, BEING PART OF THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 4, AS RECORDED IN PLAT BOOK 62 ON PAGE 54, AND PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, ALL IN TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN, REFERENCE BEING HAD TO THE PLAT THEREOF RECORDED IN THE RECORDER'S OFFICE OF MADISON COUNTY, ILLINOIS, IN PLAT BOOK 65 ON PAGE 121, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 52, THENCE ON AN ASSUMED BEARING OF NORTH 00 DEGREES 59 MINUTES 50 SECONDS WEST ON THE WEST LINE OF SAID LOT 52, A DISTANCE OF 125.55 FEET; THENCE SOUTH 33 DEGREES 02 MINUTES 50 SECONDS EAST, 148.13 FEET; THENCE SOUTH 68 DEGREES 51 MINUTES 21 SECONDS EAST, 88.17 FEET TO THE SOUTH LINE OF SAID LOT 52; THENCE NORTH 79 DEGREES 17 MINUTES 08 SECONDS WEST, 163.68 FEET TO THE POINT OF BEGINNING.

ALSO,

THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 3 NORTH, RANGE 5 WEST OF THE THIRD PRINCIPAL MERIDIAN, MADISON COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER; THENCE S.00°03'28"E., (BEARING ASSUMED) ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST

QUARTER, 1042.88 FEET TO THE NORTHEAST CORNER OF A TRACT OF LAND DEEDED TO MICHAEL V. WETZEL AND BRENDA L. WETZEL, RECORDED IN BK. 4037, PG. 504 OF THE MADISON COUNTY, ILLINOIS, RECORDER'S OFFICE; THENCE S.89°32'06"W., 140.89 FEET TO THE NORTHWEST CORNER OF SAID WETZEL TRACT; THENCE S.00°38'50"E., ALONG THE WEST LINE OF SAID WETZEL TRACT, 137.31 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD); THENCE ALONG A CURVE ON SAID NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD) HAVING A RADIUS POINT TO THE SOUTHWEST, A RADIAL DISTANCE OF 5779.65 FEET, A CHORD BEARING OF N.78°31'12"W., AND A CHORD DISTANCE OF 153.89 FEET; THENCE CONTINUING ALONG SAID NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD), N.79°16'58"W., 79.30 FEET TO THE SOUTHEAST CORNER OF A TRACT OF LAND DEEDED TO WILLIAM P. CURRY AND SONYA A. CURRY, RECORDED AS DOC. # 2002R69254 OF SAID MADISON COUNTY, ILLINOIS, RECORDER'S OFFICE; THENCE, ALONG THE PERIMETER OF SAID CURRY TRACT AS FOLLOWS: N.11°24'12"E., 260.21 FEET; N.79°17'21"W., 512.71 FEET; THENCE S.08°15'31"E., 275.08 FEET TO A POINT ON SAID NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD); THENCE N.79°16'58"W., ALONG SAID NORTH RIGHT-OF-WAY LINE OF STATE AID 40 (ST. ROSE ROAD), 184.10 FEET TO A POINT ON THE EAST LINE OF WINDFIELD PLACE COMMERCIAL PARK, A SUBDIVISION RECORDED AS DOC. # 2006R66474 OF SAID MADISON COUNTY, ILLINOIS, RECORDER'S OFFICE; THENCE N.01°00'59"W., COLLINEAR WITH SAID EAST LINE OF WINDFIELD PLACE COMMERCIAL PARK, 1005.04 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE NORTHWEST QUARTER; THENCE N.88°53'57"E., ALONG SAID NORTH LINE OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER, 969.17 FEET TO THE POINT OF BEGINNING. CONTAINING 21.22 ACRES, MORE OR LESS.

IN ALL, PROPERTY HEREIN DESCRIBED CONTAINS 27.16 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS AND RIGHTS OF WAY OF RECORD.

