



City of Highland

Building and Zoning

Combined Planning & Zoning Board Agenda City Hall-1115 Broadway April 2, 2025 7:00 P.M.

1. Call to Order

2. Roll Call

3. General Business:

Approval of the December 4, 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) The City of Highland at 1115 Broadway, Highland IL 62249 is requesting to rezone 12274 Highland Rd. (PIN # 01-1-24-06-00-000-024) from R-1-C Single Family Residence to I Industrial District.

7. Calendar

- a. May 7, 2025 – 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 Heimbürger, ADA Coordinator, at 618-654-9891.



City of Highland

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT BUILDING AND ZONING DIVISION

ZONING MAP AMENDMENT (REZONING) APPLICATION

A proposal for a change in district classification (rezoning) may be initiated by either the City Council, the Combined Planning and Zoning Board or by application of the owner of property affected.

1. Pre-Application Conference: A pre-application conference shall be required prior to submission of any application for rezoning pursuant to Section 90.057.
2. Application & Fee: A proposal for a zoning map amendment shall be filed with the Administrative Official on forms provided herein along with a \$250.00 review and processing fee as required pursuant to Section 90.067 of the City's Zoning Code. An application shall not be scheduled for public hearing until the application form has been fully completed, the filing fee paid, and all required information submitted.
3. Public Notice - City: The Office of the Administrative Official shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least fifteen (15) days prior to the hearing. The Office of the Administrative Official shall be responsible for following the administrative procedures for a zoning district amendment as prescribed in the adopted zoning regulations. The notice shall fix the time and place of the hearing and shall describe generally the change requested.
4. Notice to Neighbors - City: It shall be the City's responsibility to submit a notice of intent to surrounding property owners by regular mail **no less than 15 days prior to the scheduled meeting date**. The notice shall contain the time and place of the public hearing and a statement regarding the purpose of the hearing, including, but not limited to, the location of the subject property(s) being considered for rezoning, the existing and proposed zoning classifications and proposed uses for the site. (Notice must entail a minimum of 250 feet from the applicant's property lines).
5. Public Hearing: The Combined Planning and Zoning Board shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. At the hearing any interested party may appear and testify, either in person or by duly authorized agent or attorney. The public hearings are held in City Hall located at 1115 Broadway, Highland, IL in the Council Chambers.
6. Combined Planning and Zoning Board Recommendation: The public hearing may be adjourned from time to time and upon its conclusion, within a reasonable time after the public hearing on a zoning amendment the Combined Planning and Zoning Board shall submit their advisory report to the Council. This recommendation shall be submitted along with an accurate record of the public hearing. The report shall state the Combined Planning and Zoning Board recommendations regarding adoption of the proposed amendment, and their reasons for said action. If the effect of the proposed amendment would be to alter district boundaries or to change the status of any use, the Combined Planning and Zoning Board shall include in their advisory report findings of fact concerning each of the following matters:
 - a. Existing use and zoning of the property in question;
 - b. Existing use and zoning of other lots in the vicinity of the property in question;
 - c. Suitability of the property in question for uses already permitted under existing

requirements;

- d. Suitability of the property in question for the proposed uses;
 - e. 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;
 - f. The effect the proposed rezoning would have on implementation of this City's comprehensive plan;
 - g. The effect the proposed use would have on public utilities and on traffic circulation on nearby streets;
 - h. Whether the proposed amendment is consistent with the City's Comprehensive Plan and this Chapter;
 - i. Whether the proposed amendment promotes the health, safety, quality of life, comfort and general welfare of the City;
 - j. Adequacy of public utilities, traffic circulation and other needed public services;
 - k. Compatibility of the proposed amendment to the existing character of the neighborhood;
 - l. The extent to which the zoning amendment may detrimentally affect nearby property; and
 - m. Suitability of the uses to which the property has been restricted under its existing zoning.
7. Decision by Council: The Council shall act on every proposed zoning amendment at their next regularly scheduled meeting following submission of the Combined Planning and Zoning Board' advisory report. Without further public hearing, the Council may pass any proposed amendment or may refer it back to the Combined Planning and Zoning Board for further consideration, by simple majority vote of all the members then holding office.
8. Appeal: The favorable vote of at least two-thirds of all the members of the Council is required to pass an amendment to this chapter when the proposed amendment is opposed, in writing, by the owners of 20 percent of the frontage proposed to be altered, or by the owners of 20 percent of the frontage immediately adjoining or across an alley there from, or by the owners of 20 percent of the frontage directly opposite the frontage proposed to be altered. (See 65 ILCS 5 /11-13-14.)

EXHIBIT "A"
Zoning Map Amendment Rezoning Application

Return Form to:

Administrative
Official City of
Highland 12990
Troxler Rd
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: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____
Owner: _____ Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Street Address or Parcel ID of Property: _____

Property is Located In (Legal Description): _____

Present Zoning _____ Requested Zoning: _____ Acreage: _____

Present Use of Property: _____

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

RELATIONSHIP TO EXISTING ZONING PATTERN:

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

2. Are there substantial reasons why the property cannot be used in accordance with existing zoning? Yes Yes No _____ If yes, explain: _____

Government/Public Buildings are not allowed in the R-1-C District

CONFORMANCE WITH COMPREHENSIVE PLAN:

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

UNIQUE CHARACTERISTICS OF PROPERTY AND ADDITIONAL COMMENTS:

Property was never rezoned upon annexation

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

2/28/25

Date

MEMORANDUM

Meeting Date: April 2, 2024

From: Michael Hanna, Building and Zoning

Location: PIN# 01-1-24-06-00-000-024

Zoning Request: Zoning Amendment (Rezoning)

Description: Rezone 12274 Highland Rd from R-1-C Single Family Residence to I Industrial District

Proposal Summary

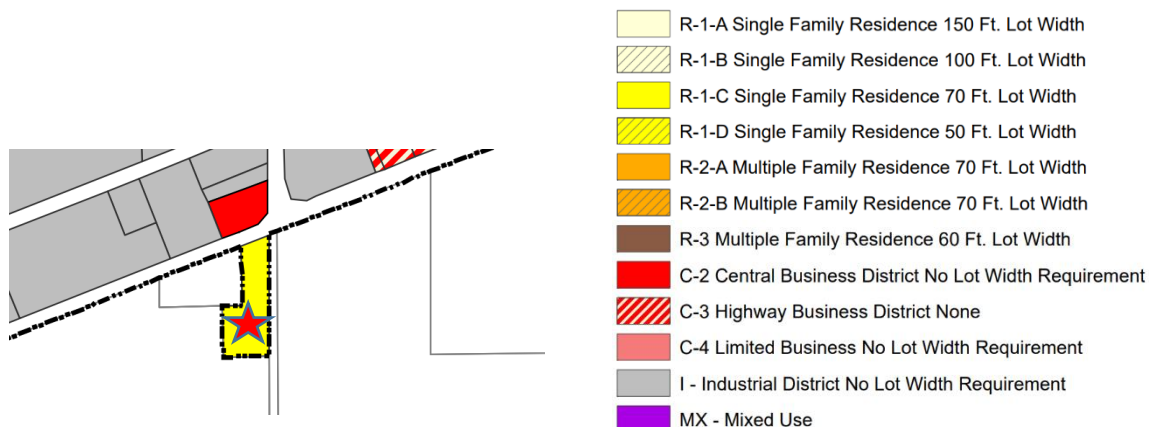
The property owner, the City of Highland, is requesting that the subject property be rezoned from R-1-C (Single Family Residence) to I (Industrial District). The property needs to be rezoned to Industrial to meet the requirement to have a government building located on it.

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, principles, and recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified.

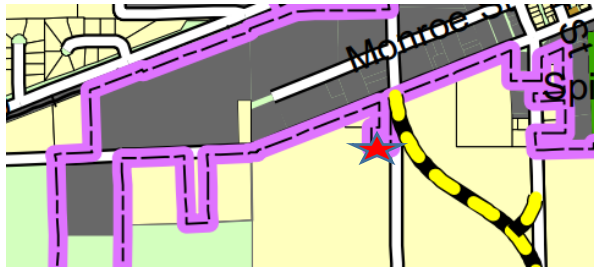
The subject property is denoted as Industrial on the Comprehensive Plan's Future Land Use Map. The applicant's request to rezone the property is consistent with the Future Land Use Map and the goals and policies established within the Comprehensive Plan.










Zoning Map



MEMORANDUM

Future Land Use Map



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

Standards of Review for Zoning Amendments

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 Amendment (rezoning) request.

1. Existing use and zoning of the property in question.
The subject property is currently a government lot that is zoned R-1-C (Single Family District).
2. Existing use and zoning of other lots in the vicinity of the property in question.
The land use and zoning of properties surrounding the subject property are identified below.

Direction	Land Use	Zoning
North	Industrial	Industrial
South	Farmland	Agricultural (Mad. Co)
East	Farmland	Agricultural (Mad. Co)
West	Industrial	Industrial

3. The extent to which the zoning amendment may detrimentally affect nearby property.
The proposed Industrial zoning district would allow for any of the permitted uses to occur on the property. Section 90-201 identifies permitted uses in the I District as:

Agricultural / Farming operations
Automotive Service
Bakery
Body Art Establishment
Co-Branding Facility
Construction Sales & Service
Convenience Store
Dry Cleaning Plant
Furniture, Appliance or Equipment Sales / Lease

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Garden Center, Greenhouse, or Plant Nursery
Government / Public Buildings
Hospital
Lumber or Building Materials Sales
Manufacturing
Manufactured Home Sales
Medical or Dental Offices
Office, General
Parking Lot (public or private)
Pet Care and Pet related sales / service
Pole Barn
Print Shop
Printing & Publishing
Professional Services
Recreation Vehicle Sales, Lease or Rental
Repair Service
Truck & Equipment Sales, Lease & Rentals
Used Car Lot
Utilities (public)
Warehouse, Mini (self-storage)

4. Suitability of the property in question for uses already permitted under existing requirements.
The subject property is not suitable for uses, which are permitted in the district in which it is currently zoned.
5. Suitability of the property in question for the proposed uses.
The property is suitable for uses permitted in the Industrial District.
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.
The character of development in the area is in line with industrial uses, not with residential uses.
7. The effect the proposed rezoning would have on the implementation of the City's comprehensive plan.
The Future Land Use Map identifies the property as Industrial, so the proposed zoning amendment is consistent with the Comprehensive Plan.
8. The effect the proposed use would have on public utilities, other needed public services, and traffic circulation on nearby streets.
The proposed rezoning will not have a negative impact on public utilities, public services, or traffic circulation on nearby streets, since there are other industrially zoned properties directly north and west of the subject property.
9. Whether the proposed amendment promotes the health, safety, quality of life, comfort and general welfare of the City.
The proposed amendment will not be contradictory to the health, safety, quality of life, comfort, and general welfare of the City.

MEMORANDUM

Staff Discussion

This property should have been rezoned to Industrial following the annexation of the property to follow the permit use table in section 90-201.

Because the Comprehensive Plan's Future Land Use Map identifies the property as industrial, approval of the Zoning Amendment is recommended.



Aerial Photograph