



City of Highland Building and Zoning

Combined Planning & Zoning Board Agenda City Hall-1115 Broadway June 4, 2025 7:00 P.M.

1. Call to Order

2. Roll Call

3. General Business:

Approval of the April 2, 2025 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) Steven Teipe of 600 Pike Drive East, Highland IL 62249 is requesting a variance to Section 90-125 of the City of Highland Municipal code to allow an increase from 30% to 35% maximum lot coverage at 600 Pike Drive East. (PIN # 02-2-18-33-18-302-037)

7. Calendar

- a. July 2, 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

VARIANCE APPLICATION

When an applicant feels that the strict application of the requirements of the Zoning Regulations would create an undue hardship, they may request a variance from the Combined Planning and Zoning Board. The Combined Planning and Zoning Board must base its decision, to as great a degree as possible, on factual evidence and not the personal opinion of the applicant, neighbors, or others. The request for a variance should be based on a conflict between the restrictions on the development of the property due to the Zoning Regulations and the restrictions on the development of the property due to its physical characteristics. A variance should be issued only to the specific restrictions on physical construction and not to the list of permissible land uses within a given zone.

1. Application and Fees: Every application for a variance shall be filed with the Administrative Official on forms provided by the City along with a **\$250.00** review and processing fee established pursuant to Section 90-067. The administrator shall promptly route the application, to the Combined Planning and Zoning Board. The application shall contain sufficient information to allow the Board to make an informed decision, and shall include, at a minimum, the following:
 - a. Name and address of the applicant;
 - b. Location of the structure/use for which the variance is sought;
 - c. Relationship of the structure/use to existing structures/uses on adjacent lots;
 - d. Specific section of this chapter containing the requirements which, if strictly applied, would cause a serious problem;
 - e. Any other pertinent information that the administrator may require; and
2. Public Hearing: The Combined Planning and Zoning Board shall hold a public hearing on each zoning variance request within a reasonable time after the variance application is submitted to them. At the hearing, any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date and place of the hearing, and the nature of the proposed variance, shall be given not more than 30 nor less than 15 days before the hearing by:
 - a. First class mail to the applicant and to all parties whose property would be directly affected by the proposed variance. and
 - b. Publication in a newspaper of general circulation within this City.
3. Standards for Consideration: The Combined Planning and Zoning Board shall not grant any zoning variance unless, based upon the evidence presented to them, they determine that the proposed variance meets the requirements below and as noted in Section 90.093 of the Zoning Code and also provided in the Application Checklist located at the end of this Section.
 - a. The applicant acquired his property in good faith and where by reason of exceptional

narrowness, shallowness or shape of his specific piece of property at the time of the effective date of this code, or where by reasons of exceptional topographical conditions or other extraordinary circumstances, that the strict application of the terms of the Zoning Regulations actually prohibit the use of this property in the manner similar to that of other property in the zoning district where it is located

- b. That the proposed variance is consistent with the general purpose of City's Zoning Code. (Section 90.001)
 - c. Strict application of the Chapter of which the variance is being requested would constitute unnecessary hardship upon the property owner represented in the application;
 - d. The proposed variance is the minimum deviation from such requirements that will alleviate the difficulties/hardship and allow a reasonable return on the property;
 - e. The variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zoning district and is not created by an action or actions of the property owner or applicant.
 - f. The peculiar circumstances engendering the variance request are not applicable to other property within the district, and therefore, that a variance would be a more appropriate remedy than an amendment (rezoning), and
 - g. The variance, if granted, will not alter the essential character of the area where the premises in question are located, nor materially frustrate the implementation of this City's comprehensive plan.
4. Supplemental Requirements: In granting a variance, the Board may impose such conditions, safeguards and restrictions upon the premises benefited by the variance as may be necessary to reduce or minimize any potentially injurious effect of such variance upon other property in the neighborhood, and to carry out the general purpose and intent of these regulations.
5. Basis for Decision-Making: The Combined Planning and Zoning Board shall render a decision on every zoning variance request within a reasonable time after the public hearing. In accordance with Illinois State Statute (65 ILCS 5/11-13-11), the Combined Planning and Zoning Board shall specify the terms of relief granted, if any, in one statement, and their findings of fact in another statement. The findings of fact shall clearly indicate the Board's reasons for granting or denying any requested variance.

EXHIBIT "A"
Variance 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: 5/2/25
Filing Fees: 250
Date Paid: 5/2/25
Date Advertised: 5/15/25
Date Notices Sent: 5/13/25
Public Hearing Date: 6/4/25
Zoning File #: VAR-0525-0018

APPLICANT INFORMATION:

Applicant: Steve Teipe Phone: 618-558-9022
Address: 600 Pike Drive East, Highland, Illinois Zip: 62249
Email Address: skteipe@gmail.com
Owner: Steven & Kathleen Teipe Phone: 618-558-9022 / 618-920-6980
Address: 600 Pike Drive East, Highland, Illinois Zip: 62249
Email Address: skteipe@gmail.com

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 600 Pike Drive E, Highland, IL 62249 (Parcel Number - 02-2-18-33-18-302-037)

Present Use of Property: Single Family Residential

Proposed Use of Property: Single Family Residential

Variance Requested: Lot coverage variance of 285.77 SF or an increase of 8.8% based a lot size of 10,774.10 SF. Current coverage
including house, garage, covered porch and exterior shed equals 2,217 SF. The proposed addition of the additional garage, bedroom addition
and patio add a total of 1,301 SF. See the attached narrative for additional information.

Code Section: _____

SURROUNDING LAND USE AND ZONING:

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

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

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

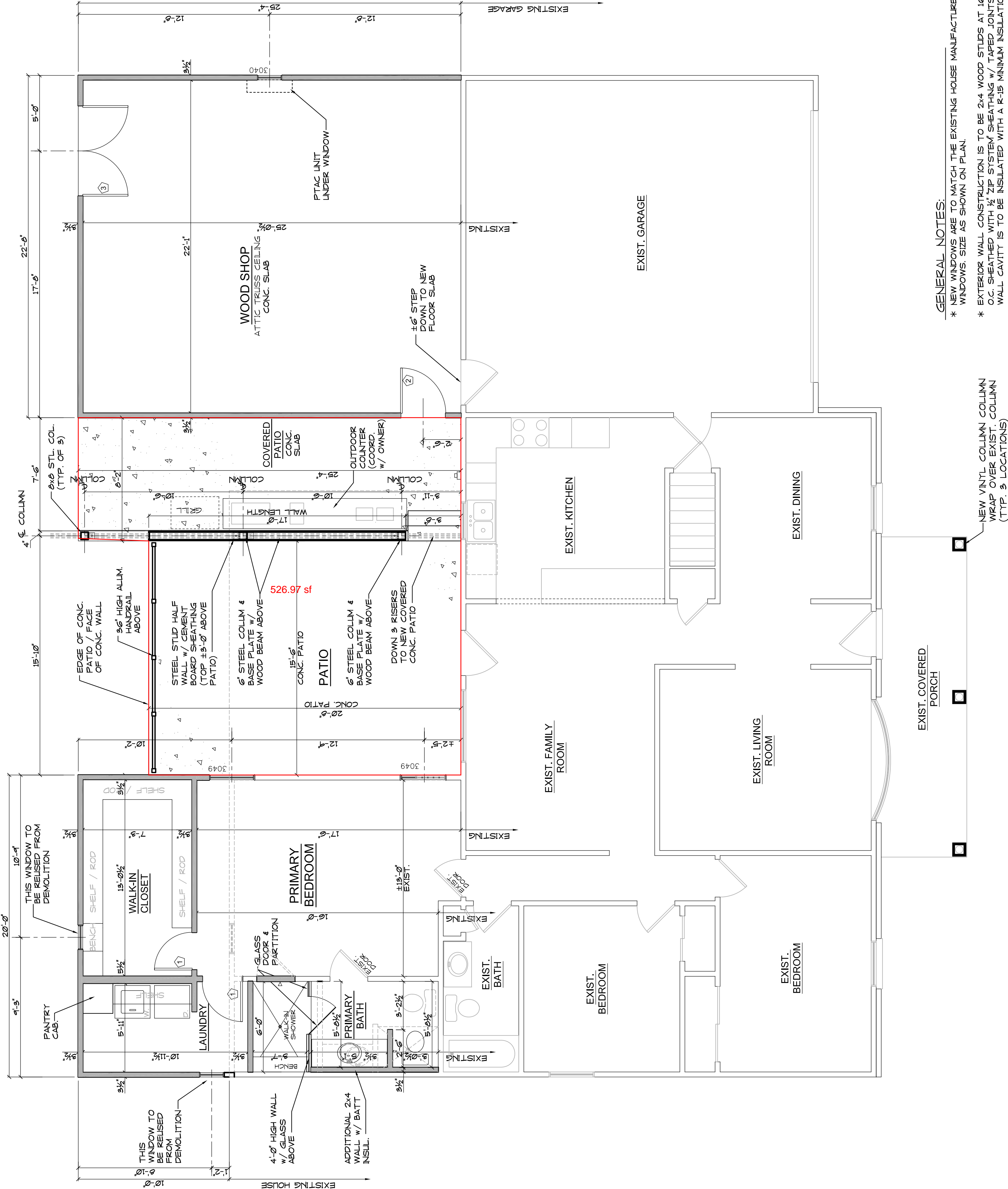
1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
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.


 Applicant's Signature

May 2, 2025

Date



- GENERAL NOTES:**
- * NEW WINDOWS ARE TO MATCH THE EXISTING HOUSE MANUFACTURER WINDOWS. SIZE AS SHOWN ON PLAN.
 - * EXTERIOR WALL CONSTRUCTION IS TO BE 2x4 WOOD STUDS AT 16" O.C. SHEATHED WITH 1/2" ZIP SYSTEM SHEATHING w/ TAPED JOINTS. WALL CAVITY IS TO BE INSULATED WITH A R-15 MINIMUM INSULATION.
 - * INTERIOR WALLS ARE TO BE HAVE 1/2" GYP. BOARD TYPICAL WITH MOISTURE RESISTANT ON ALL WETT WALLS. CEMENT BOARD SHALL BE USED ON ALL WALLS WITH CERAMIC TILE.
 - * ALL DIMENSIONS ARE FACE OF STUD TO FACE OF STUD. (FIELD VERIFY ALL DIMENSIONS)
 - * ATTIC INSULATION IS TO BE A MINIMUM R-45 INSULATION.

FLOOR PLAN
SCALE 1/4" = 1'-0"

DOOR SCHEDULE									
NO.		SIZE				DOOR			REMARKS
		WIDTH	HEIGHT	THICK.	MATERIAL	FINISH	TYPE		
1		2'-0"	6'-0"	1 1/2"	WOOD	PANT	INTERIOR	MATCH EXISTING DOORS	
2		5'-0"	6'-0"	1 1/2"	STEEL	PANT	ENTRY	EXTERIOR / INSULATED	
3		PR. 3'-0"	6'-0"	1 1/2"	STEEL	PANT	ENTRY	EXTERIOR / INSULATED	

NOTE:
ALL INTERIOR DOORS SHOWN ARE TO MATCH EXISTING INTERIOR DOORS. COORDINATE WITH THE OWNER.

CONSTRUCTION DRAWING: 5/01/25

A HOME ADDITION FOR:
STEVE & KATHY TEPE
800 PINE DRIVE EAST HIGHLAND, ILLINOIS 62249

DATE:
1/24/25

FLOOR PLAN

A-1

Design Concepts
Architecture & Drafting Services
Dave Chlilovich
1008 Burlington Road
Schaumburg, Illinois 60196

DRAFTING SERVICES PROVIDED BY DAVID CHILLOVICH SHALL ASSUME NO LIABILITY FOR ANY HOME CONSTRUCTED FROM THIS PLAN AND SHALL BE HELD HARMLESS FOR ANY CONSTRUCTION DEFECTS OR OMISSIONS OF ANY KIND OR NATURE. THE PURCHASER OF THESE PLANS SHALL VERIFY ALL DIMENSIONS AND COMPLIANCE WITH ALL LOCAL BUILDING CODES AND ORDINANCES PRIOR TO CONSTRUCTION.

MEMORANDUM

Meeting Date: June 4, 2025

From: Emily Calderon, AICP, Director of Planning, Moran Economic Development

Site Address: 600 Pike Drive East, Highland, IL 62249
PIN #: 02-2-18-33-18-302-037

Zoning Request: Variance

Description: Area/Bulk Variance to increase Maximum Lot Coverage to 35%

Summary

Applicant and property owner, Stephen Teipe, is requesting a Variance from Section 90-125 of the Zoning Code, to increase the maximum lot coverage from 30% to 35% at 600 Pike Drive East. The subject property is more specifically identified as PIN# 02-2-18-33-18-302-037 and is zoned R-1-C (Single Family Residence, 70' lot width).

Comprehensive Plan Consideration

The subject property is identified as "Residential" on the Comprehensive Plan's Future Land Use Map.

Surrounding Uses and Zoning Classifications

Direction	Land Use	Zoning
North	Single Family Dwelling	R-1-C
South	Single Family Dwelling	R-1-C
East	Single Family Dwelling	R-1-C
West	Single Family Dwelling	R-1-C

Standards of Review for Variances

Section 90-94 of the Zoning Code identifies seven (7) factors that the Combined Planning and Zoning Board must consider when deciding whether to approve or deny a variance request.

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

Madison County records show that the applicant has owned the property since at least 2021. During this time, there have been no changes to the property that would require a variation for it to be used in a manner permitted by the Code and similar to other properties in the R-1-D District.

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

Generally, the requested variance would be consistent with the purpose of the zoning code, as it will not hinder the ability to adequately protect the health, safety, and welfare of the neighborhood of the City.

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

Strict application of the zoning code would require a different solution to accommodate the proposed addition – either reduction of area or removal of the accessory structure on the property.

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

The applicant has provided that the proposed addition is the minimum deviation required to alleviate their hardship.

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

There are no unique physical conditions of the property which differentiate it from other properties within the R-1-C District.

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

The circumstances surrounding this request do not appear to be unique to the applicant, nor do the physical condition of the lot. The lot is similar to many others in the neighborhood (and throughout the City) where other property owners conform to the lot coverage requirements of the Zoning Code.

7. The variance, if granted, will not alter the essential character of the area in which the premises in question are located nor materially frustrate the implementation of the City's Comprehensive Plan.

If granted, the variance would not alter the character of the neighborhood.

Discussion

The current lot coverage for the subject property is as follows:

Building Element	Area (SF)	% Lot Coverage
House	1,568	14.5%
Open Front Porch	105	0.97%
TOTAL EXISTING (35.5%)	2,217	20.57%
Proposed Addition	1,301	12.08%
TOTAL PROPOSED (38.2%)	3,518	32.65%

The Zoning Code defines *Lot Coverage* as “the percentage of a lot or parcel which is, or will be, covered by the principal structure(s) and accessory structure(s). Lot coverage shall include all uses governed by a building permit, including, but not limited to, above ground pools, in-ground pools, covered patios, garages (detached and attached), sheds, car ports, porches, and other similar items.”

The total existing area of the lot is 10,774.10 SF. The maximum area allowed to be covered by structures is 30% of 10,774.10 SF, or 3,232.23 SF. Existing structures on the property (including the house and covered front porch total 2,217 SF or 20.57% of lot coverage.

The proposed addition will include a garage, bedroom, and covered patio and will total 1,301 SF, bringing the total proposed lot coverage to 3,518 SF, or 32.65% lot coverage.

While the lot coverage would only increase by an additional 2-5% with the proposed addition, the standards upon which the decision must be based are not met. Specifically, the hardship is created by the applicant, and may be remedied in a variety of ways, such as a reduction in the size of the addition.

Staff Recommendation

It is recommended that the variance request be denied.



Aerial Photograph of 600 East Pike Drive