



City of Highland

Building and Zoning

Combined Planning & Zoning Board Agenda
Highland City Hall - 1115 Broadway, Highland IL 62249
February 4, 2026 at 7:00 PM

1. Call to Order
2. Roll Call
3. General Business:
Approval of the January 7, 2026 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 information purposes only. No action will be taken.
5. Public Hearings and Items Listed on the Agenda
Persons who wish 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. *PUD-0126-0004* - John Cronin (North Arrow Partners), of 524 W. St. Charles Road, Villa Park, IL, has requested a Planned Unit Development (PUD) at 217-233 Flax Drive. The property is zoned R-3, Multiple Family Residential District and is more specifically identified as (Parcel Numbers: 02-2-18-28-13-301-007; 02-2-18-28-13-301-008; 02-2-18-28-13-301-009; 02-2-18-28-13-301-010 & 02-2-18-28-13-301-011). The PUD will consist of five one and two-story townhome buildings totaling 20 dwelling units and 40 off-street parking spaces across the 5 lots.
 - b. *PPLAT-0126-0009* – New 4-lot subdivision on approximately 2 acres at the eastern end of Flax Drive. The property is currently zoned R-1-C, Single Family Residence District, and is currently part of parcel 02-1-18-28-00-000-001.003.
7. Calendar – March 4, 2026 Meeting
8. Adjournment



City of Highland Building and Zoning

Citizens may attend in person or monitor the meeting by phone. To monitor the meeting by phone, call 618-882-4358 and use conference ID# 464162. 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 for City of Highland, at (618-654-9891) or (jheimbuerger@highlandil.gov).



City of Highland

DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT
BUILDING AND ZONING DIVISION

PLANNED UNIT DEVELOPMENT (PUD) 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 Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: JOHN CRONIN Phone: 630.279.9990
Address: 524 W. ST. CHARLES RD. VILLA PARK IL Zip: 60181
Email Address: JFC@NORTHARROWPARTNERS.COM
Owner: WILLIAM DRAKE Phone: 618.887.9720
Address: 10205 STATE ROUTE 143 MARINE, IL Zip: 62061
Email Address: WKDRAKE@EZEWEB.COM

PROPERTY INFORMATION:

Location of Property: 217-233 Flax Drive, Highland, IL 62249
Legal Description: See attached Legal Description document.

Present Zoning Classification: R-3 Multiple Family Residence Acreage: 1.60 acres

Present Use of Property: Undeveloped Agricultural Space

Proposed Land Use Activity: Multiple Family Residential

Description of proposed use and reasons for seeking a Planned Unit Development/Special Use

permit: The proposed Flax Meadow Townhomes III project seeks approval of a PUD / Special Use permit to allow the development of 5 residential lots located north of Flax Drive with (5) one- and two-story buildings, totaling 20 dwelling units, along with 40 surface parking spaces. A PUD is required to allow multi-family townhome use in the R-3 district & to enable the lots to be developed as a coordinated residential project. The proposed development is compatible with the surrounding area, utilizes existing infrastructure, and supports the City of Highland's residential growth objectives.

SURROUNDING ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Undeveloped Agricultural</u>	<u>C-4 Limited Business</u>
South	<u>Multifamily Residential</u>	<u>R-3 Multiple Family Residence</u>
East	<u>Multifamily Residential</u>	<u>R-3 Multiple Family Residence</u>
West	<u>Medical Office</u>	<u>C-4 Limited Business</u>

Should this Planned Unit Development/Special Use permit be valid only for a specific time period? Yes _____ No X

If Yes, what length of time? N/A

<i>Does the proposed Planned Unit Development/Special Use permit 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Whether the proposed design of the PUD makes adequate provisions for vehicular and pedestrian circulation, off-street parking and loading, separation of residential and commercial uses, open space, recreational facilities, preservation of natural features, and so forth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. The compatibility of the proposed PUD with adjacent properties and surrounding area; and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Any other reasonable criteria that the Combined Planning and Zoning Board may devise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

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



Applicant's Signature

12/30/2025
Date

Section 90.191: Purpose; intent.

The purpose of this Section is to provide for permissive and/or alternative zoning procedures for the development of tracts of land under the continuing and uninterrupted ownership of an individual or of a legally existing entity, with such individual or entity having total control and dominion of all development and uses made of such tract. A planned unit development (PUD) allows mixed use development provided the total development density is not greater than the maximum density permitted under the existing zoning requirements. In addition, a planned unit development is encouraged to permit:

1. A maximum choice in the types of uses available to the public by allowing a development that would not be possible under the strict application of the other sections of this ordinance.
2. Permanent preservation of common open space and recreation areas and facilities.
3. A pattern of development to preserve natural vegetation, topographic and geologic features.
4. A creative approach to the use of land and related physical facilities that results in better development and design and the construction of aesthetic amenities.
5. An efficient use of the land resulting in more economic networks of utilities, streets, schools, public grounds and buildings, and other facilities.
6. A land use which promotes the public health, safety, comfort, morals, and welfare.
7. Innovations in residential, commercial, and industrial development so that growing demands of the population may be met by greater variety in type, design, and layout of the buildings and by the conservation and more efficient use of open space ancillary to said buildings.

Section 90.192: Districts where allowed

Planned unit developments may be built in any zoning district, but only upon the issuance of a special use permit which will require for the life of the special use the continuing and uninterrupted ownership and control of development and uses of the tract of land by one individual or single legally existing entity.

Section 90.193: Permissible deviations from ordinance requirements.

The planned unit development concept is intended to afford both the developer and the City considerable flexibility in formulating development proposals. Consequently, to the extent indicated in this Subsection, PUD's may deviate from generally applicable ordinance requirements without a variance. Any proposed deviation not listed below, however, shall require a variance.

1. Mixed uses. PUD's may include all types of residential and commercial structures and other uses approved by the City Council; provided, that in approving such mixed uses, the City Council may attach any conditions necessary to protect the public welfare.
2. Lot and structure requirements. In PUD's the City Council may approve any reasonable deviation from the lot and structure requirements of the particular zoning district so long as

the different uses within the PUD are appropriately interrelated and property abutting the PUD is adequately protected from any potential adverse impacts of the development.

3. Accessory uses. In PUD's the City Council may allow the developer to disregard the usual restrictions on accessory uses other than the prohibition against using an accessory structure as a dwelling.
4. Location of parking/loading *spaces*. By permission of the City Council, off-street parking and loading spaces in PUD's need not be located in accordance with generally applicable requirements, except state handicap accessible parking requirements.

Section 90.194: PUD procedures

Every applicant for PUD approval shall comply with the procedural requirements of this Subsection. The required procedures are as follows:

1. Filing a site development plan pursuant to the Site Plan Submittal Requirements in Article II Division 3 with the Building and Zoning Division.
2. Provision by the developer of adequate assurance for the completion of required improvements as per the approved site plan.
3. Public hearing by the Combined Planning and Zoning Board.
4. Action by City Council on the development plan.
 - a. Advisory report; criteria considered. The Combined Planning and Zoning Board shall submit to the City Council a written advisory report concerning acceptance/ rejection of the development plan. In deciding what their advice should be, the Combined Planning and Zoning Board shall consider the following criteria:
 - i. 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.
 - ii. 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 deviations.
 - iii. Whether the proposed design of the PUD makes adequate provisions for vehicular and pedestrian circulation, off-street parking and loading, separation of residential and commercial uses, open space, recreational facilities, preservation of natural features, and so forth.
 - iv. The compatibility of the proposed PUD with adjacent properties and surrounding area.
 - v. Any other reasonable criteria that the Combined Planning and Zoning Board may devise.
 - b. Decision by City Council. After the Combined Planning and Zoning Board have submitted their advisory report, the City Council, by resolution, shall either approve or disapprove the PUD development plan. The City Council shall not approve any PUD development plan unless:

- i. The developer has posted a performance bond or escrow deposit in the amount equal to 50 percent of the cost of constructing the required improvements as certified by a registered professional engineer of Illinois.
- ii. The proposed PUD, as evidenced by the development plan, complies with all applicable codes.
- iii. The proposed PUD public improvements meet the design requirements of the City's Land Development Code.

Section 90.195: Changes in approved plans.

No changes shall be made to any approved PUD development plan except as follows:

1. Minor changes, which do not substantially affect the design or intent of the final development plan and are required by engineering or other circumstances not foreseen at the time the final development plan was approved, shall be submitted to the City upon written application to the administrative official.
2. All proposed changes will be reviewed by City staff and engineers and written recommendations forwarded to the administrative official.
3. Approval or denial of all minor changes shall be returned in writing to the applicant by the administrative official.
4. All other changes shall require a public hearing before the Combined Planning and Zoning Board and a resolution by the City Council.
5. No approved change shall have any effect until it is recorded with the Madison County Recorder of Deeds as an amendment to the recorded copy of the development plan.



NORTH ARROW PARTNERS

PLANNED UNIT DEVELOPMENT NARRATIVE STATEMENT

Project Name: FLAX MEADOW TOWNHOMES III

Project Address: 217-233 Flax Drive, Highland, IL 62249

Purpose of Planned Unit Development

North Arrow Development is requesting approval of a Planned Unit Development (PUD) / Special Use Permit for the proposed Flax Meadow Townhomes III project. The request is necessary to allow the development of 5 residential lots located north of Flax Drive with (5) one and two-story townhome buildings, 1 building per lot, totaling 20 dwelling units. The development will include a surface parking lot with 40 parking spaces (8 spaces per lot) to adequately serve residents and guests.

The PUD is required within the R-3 Multiple Family Residential District to permit multi-family townhome development and to allow the property to be planned and developed as a cohesive, unified residential community. The PUD framework enables coordinated site design, parking layout, circulation, infrastructure extensions, and architectural consistency across all five lots. The proposed development is compatible with surrounding residential uses, utilizes existing infrastructure efficiently, and aligns with the City of Highland's objectives for quality housing and orderly growth along the Flax Drive corridor.

Desired Land use

The subject property consists of approximately 1.6 acres and includes 5 parcels (PINs: 02-2-18-28-13-301-007; 02-2-18-28-13-301-008; 02-2-18-28-13-301-009; 02-2-18-28-13-301-010 & 02-2-18-28-13-301-011). The site is currently zoned R-3 Multiple Family Residential and is presently utilized as agricultural land. Flax Meadow Townhomes III proposes to transition the site from agricultural use to a multi-family residential townhome development, consistent with the zoning classification and surrounding residential pattern. The proposed land use represents an appropriate and logical extension of existing residential development along Flax Drive.

Impact of Proposed Change on Surrounding Properties

Flax Meadow Townhomes III will introduce 20 new residential units across 5 parcels; however, the project is designed to be compatible with and complementary to the surrounding neighborhood.

BUILDING PURPOSE.



NORTH ARROW PARTNERS

Similar to Flax Meadow Townhomes Phase I, Phase II, and the nearby Augusta Estates Community, the proposed buildings will be limited to one and two stories and will incorporate consistent architectural elements, including gable-style roofs, fiber-cement board siding, brick accents, and modest, well-maintained landscaping.

The development will not negatively impact the character of surrounding properties. Instead, it will enhance the area by completing the north end of Flax Drive with a thoughtfully designed residential community that reinforces neighborhood continuity and visual consistency.

Traffic Conditions

The proposed development is not anticipated to create significant traffic impacts. Flax Drive is well connected to several major roadways, including IL Route 160 to the east, Highway 40 to the south, and the Dwight D. Eisenhower Highway to the north. These corridors provide efficient access to downtown Highland, nearby commercial and retail services, and the greater regional transportation network, including the St. Louis metropolitan area.

The modest number of additional residential units will generate limited vehicle trips, and no adverse impacts to traffic flow or roadway capacity are expected. The site design will comply with City standards, and no parking will be permitted on the cul-de-sac, ensuring safe circulation for residents and emergency access.

Benefits to the City of Highland

Flax Meadow Townhomes III will provide meaningful benefits to the City of Highland and Madison County by expanding quality housing opportunities for families, including units affordable to households earning at or below 60% of the Area Median Income (AMI). The development supports housing diversity and addresses local demand for attainable, well-designed residential options.

The project will offer a competitive range of in-unit and community amenities, including on-site property management, a playground, and a community garden, contributing to long-term neighborhood stability and resident quality of life.

Additionally, Flax Meadow Townhomes III is committed to meeting the 2020 National Green Building Standard (NGBS) Green + Net Zero Energy Certification requirements, supporting the City's sustainability goals through energy-efficient design, reduced operating costs, and environmentally responsible development practices.

BUILDING PURPOSE.

SITE PLAN LOTS 1-5:

ADDRESS: 217-233 FLAX DR. HIGHLAND, IL 62249

EXISTING ZONING DISTRICT: R-3 MULTIPLE FAMILY RESIDENCE
 *PERMITTED USE: 1 RESIDENTIAL BUILDING PER LOT

LOT AREAS (1-5):

LOT 1 = 14,004 SF
 LOT 2 = 14,004 SF
 LOT 3 = 14,004 SF
 LOT 4 = 14,004 SF
 LOT 5 = 14,004 SF
 TOTAL LOTS 1-5 = ± 70,020 SF (±1.61 ACRES)

MIN. LOT AREA PER D.U.: 3,000 S.F.
 LOT AREA PER D.U. PROVIDED (20 UNITS): 3,501 S.F.

PROJECT DATA BUILDINGS 1 -5:

TOTAL BUILDINGS (1-5) GROSS FLOOR AREA: 21,600 S.F.

PROPOSED BUILDINGS HEIGHT: 1 & 2 STORY

MIN. DISTANCE BETWEEN BUILDINGS: 20'-0"

BUILDINGS 1-5 TOTAL DWELLING UNITS PROPOSED: 20 UNITS
 INCLUDES: (6) ACCESSIBLE, (1) ADAPTABLE & (1) SENSORY UNITS

*ONE BEDROOM UNITS: 12
 INCLUDES: (4) ACCESSIBLE, (1) ADAPTABLE, (1) SENSORY UNITS & (6) STANDARD UNITS
 *TWO BEDROOM UNITS: 06
 INCLUDES: (6) STANDARD UNITS
 *THREE BEDROOM UNITS: 02
 INCLUDES: (2) ACCESSIBLE UNITS

MINIMUM SETBACKS (BASED ON R-3 ZONING):

*FRONT YARD = 25 FT.
 *SIDE YARD = 10 FT.
 *REAR YARD = 20 FT.

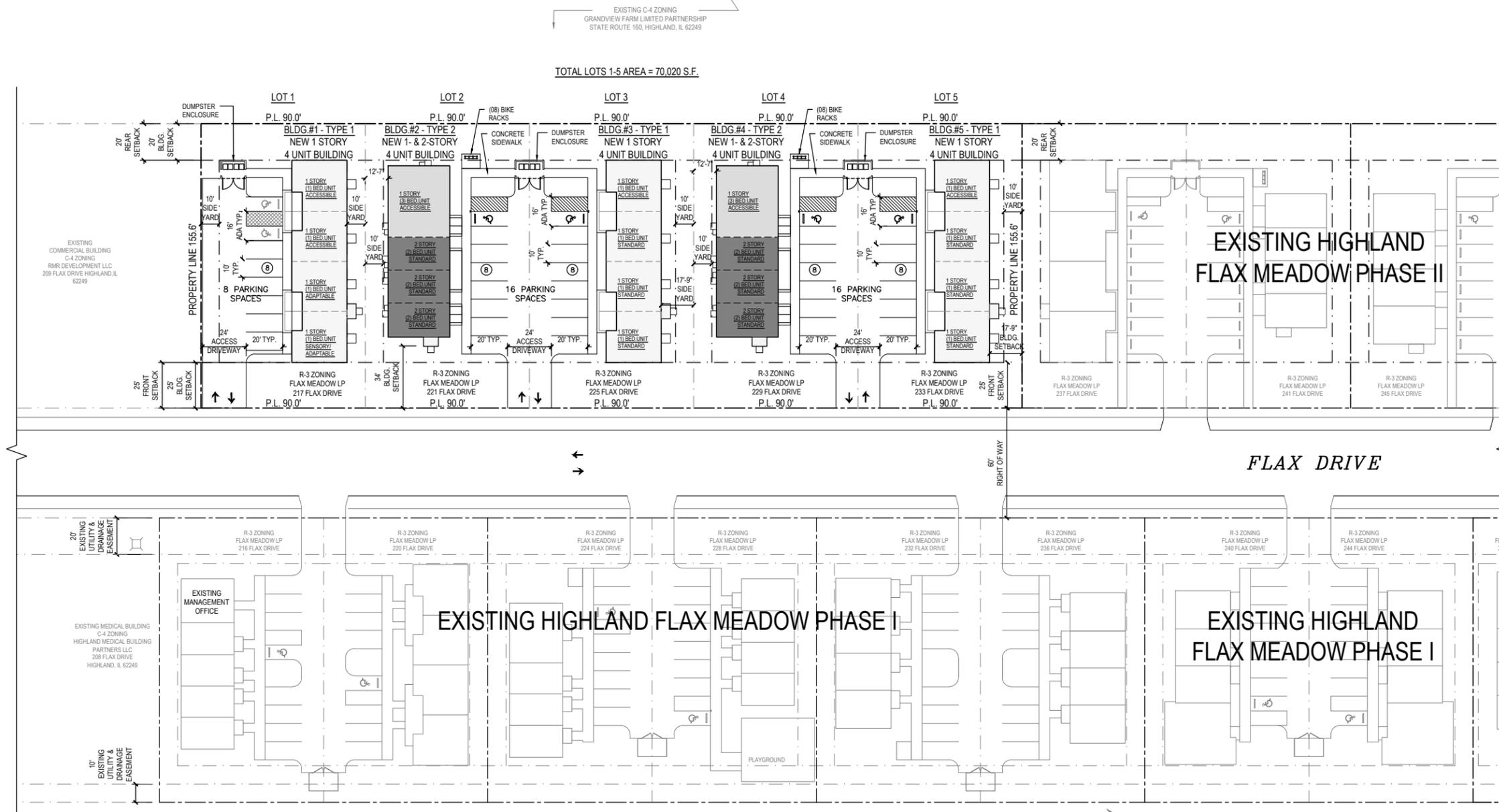
PARKING REQUIRED:

2 PARKING SPACES / 1 DWELLING UNITS
 TOTAL MIN. REQUIRED FOR 20 UNITS = 40 PARKING SPACES

PROPOSED PARKING:

(INCLUDES: 6 ADA PARKING SPACES)
 TOTAL PROPOSED PARKING = 40 PARKING SPACES

PROPOSED BIKE PARKING: 16 BIKE SLOTS



BUILDING GROSS S.F. AREAS
BUILDING 1 = 3,620 S.F.
BUILDING 2 = 5,370 S.F.
BUILDING 3 = 3,620 S.F.
BUILDING 4 = 5,370 S.F.
BUILDING 5 = 3,620 S.F.
TOTAL (5) BUILDINGS AREA = 21,600 S.F.

SITE SYMBOLS	
	INDICATES ACCESSIBLE PARKING SPACES
	HATCHING INDICATES ACCESSIBLE PARKING STALL
	INDICATES NUMBER OF PARKING SPACES IN BAY

1 SITE PLAN - LOTS 1 -5
 SCALE: 1/64" = 1'-0"



FLAX MEADOW TOWNHOMES III
 217-261 FLAX DR
 HIGHLAND, ILLINOIS 62249

PID #12716
 DATE: 01/27/2026
A0.2



1 FRONT BUILDING TYPE 1 COLOR ELEVATION
SCALE: NTS



2 FRONT BUILDING TYPE 2 COLOR ELEVATION
SCALE: NTS



3 FRONT BUILDING TYPE 3 COLOR ELEVATION
SCALE: NTS



NORTH ARROW
ARCHITECTURE
524 WEST ST. CHARLES ROAD
VILLA PARK, ILLINOIS 60181

FLAX MEADOW TOWNHOMES III

217-261 FLAX DR
HIGHLAND, ILLINOIS 62249

PID #12716
DATE:
01/27/2025

A0.2

MEMORANDUM

Meeting Date: February 4, 2026

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

Site Address: 217-233 Flax Drive
PINs: 02-2-18-28-13-301-007
02-2-18-28-13-301-008
02-2-18-28-13-301-009
02-2-18-28-13-301-010
02-2-18-28-13-301-011

Zoning Request: Planned Unit Development (PUD)

Description: The proposed PUD will consist of five (5) one- and two-story townhome buildings totaling 20 dwelling units and 40 off-street parking spaces across the 5 lots.

Summary

This phase of the Flax Drive development (Flax Meadow Townhomes III) will consist of five one- and two-story buildings (one per lot) on each of the five lots. Each of the buildings is described as follows:

- Building 1 - One-story building consisting of four one-bedroom units, two of which are accessible, one of which is adaptable, and one of which is sensory / adaptable.
- Building 2 – One one-story 3-bedroom accessible unit plus three two-story standard two-bedroom dwelling units.
- Building 3 – One-story building consisting of three standard one-bedroom units plus one one-bedroom accessible unit.
- Building 4 - One one-story 3-bedroom accessible unit plus three two-story standard dwelling units.
- Building 5 - One-story building consisting of three standard one-bedroom units plus one one-bedroom accessible unit.

In total, the development will include 12 one-bedroom units, six two-bedroom units and two three-bedroom units for a total of 20 units. Forty (40) parking spaces six of which are ADA compliant, will be provided, as will two bike racks containing parking for 16 bikes.

Architecturally, the buildings will be similar to what exists already on Flax Drive, with fiber cement siding and brick veneer. The buildings also will meet the 2020 National Green Building Standard (NGBS) Green + Net Zero Energy Certification requirements.

This development will also provide housing options for those earning at or below 60% of the Area Median Income, addressing the need for housing diversity and demand for attainable housing.

Comprehensive Plan Consideration

The subject property is identified as “Mixed Use” on the Comprehensive Plan’s Future Land Use Map.

Surrounding Uses and Zoning Classifications

Direction	Land Use	Zoning
North	Agriculture	C-4 Limited Business
South	Multi-Family	R-3 Multi Family Residential
East	Multi-Family	R-1-C Single Family Residential
West	Dental Office	C-4 Limited Business

Standards of Review for PUDs

Below are the four (4) consideration items listed in Section 90-199 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a PUD request.

1. 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.
The development is consistent with the Comprehensive Plan and with all other applicable codes and ordinances.
2. 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 deviations.
The proposed development does not deviate from regulations that are generally applicable to property zoned for multi-family uses.
3. Whether the proposed design of the PUD makes adequate provisions for vehicular and pedestrian circulation, off-street parking and loading, separation of residential and commercial uses, open space, recreational facilities, preservation of natural features, and so forth.
The existing site design will support the proposed use well, as evidenced by the property to the south and east of the subject site.
4. The compatibility of the proposed PUD with adjacent properties and surrounding area.
The proposed PUD is compatible with adjacent properties and the surrounding area.

Discussion

Overall, the proposed PUD meets the standards for approval and will provide needed additional multi-family dwelling units to the City of Highland. Staff have no concerns about the project and feel that it meets the criteria for approval.

Aerial Image



Staff Recommendation

Approval of the PUD is recommended.



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. Variiances: 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: JOHN CRONIN Phone: 630.279.9990
Address: 524 W. ST. CHARLES RD VILLA PARK IL Zip: 60181
Email Address: JFC@NORTHARROWPARTNERS.COM
Owner: WILLIAM DRAKE Phone: 618.887.9720
Address: 10205 STATE ROUTE 143 MARINE, IL Zip: 62061
Email Address: WKDRAKE@EZEWEB.COM

ENGINEER/ DESIGN PROFESSIONAL INFORMATION:

Name of Firm: NORTH ARROW PARTNERS Phone: 630.279.9990
Address: 524 W. ST. CHARLES RD VILLA PARK IL Zip: 60181
Project Manager: MARIELA MARTINEZ
Email Address: MARIELA@NORTHARROWPARTNERS.COM

PROPERTY INFORMATION:

Location of Property: 258-261 Flax Drive, Highland IL 62249
Legal Description: See attached Legal Description document.

Present Zoning Classification: R-1-C Single Family Residence Acreage: 1.935 Acres

Present Use of Property: Undeveloped Agricultural Space

Proposed Number of lots: 04 Lots

Description of proposed use of Development: Multiple Family Residential

ADJACENT ZONING AND LAND USE:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Undeveloped Agricultural</u>	<u>R-1-C Single Family Residence</u>
South	<u>Undeveloped Agricultural</u>	<u>R-1-C Single Family Residence</u>
East	<u>Undeveloped Agricultural</u>	<u>R-1-C Single Family Residence</u>
West	<u>Multifamily Residential</u>	<u>R-3 Multiple Family Residence</u>

Does the proposed Subdivision Development meet the following standards? If not, attach a separate sheet explaining why.	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

12.29.2025

 Date

Exhibit 2. - Checklist for Preliminary Plat

Name of subdivision: _____

Date of submission: _____

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

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

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

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

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

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

Address: _____

Telephone: _____

Email: _____

Date: _____



FLAX MEADOW TOWNHOMES III

258-261 FLAX DRIVE
HIGHLAND, ILLINOIS
62249



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NORTH ARROW ARCHITECTURE

524 West St. Charles Rd.
Villa Park, Illinois 60181
Tel: 630-279-9990



STEPHEN MARK RICHARDS
LICENSE EXPIRES 11/30/2027

NO.	ISSUED FOR	DATE
	PRELIMINARY PLAT	01/02/2026

SHEET TITLE:

PRELIMINARY CIVIL PLAN

DRAWN BY: BMB

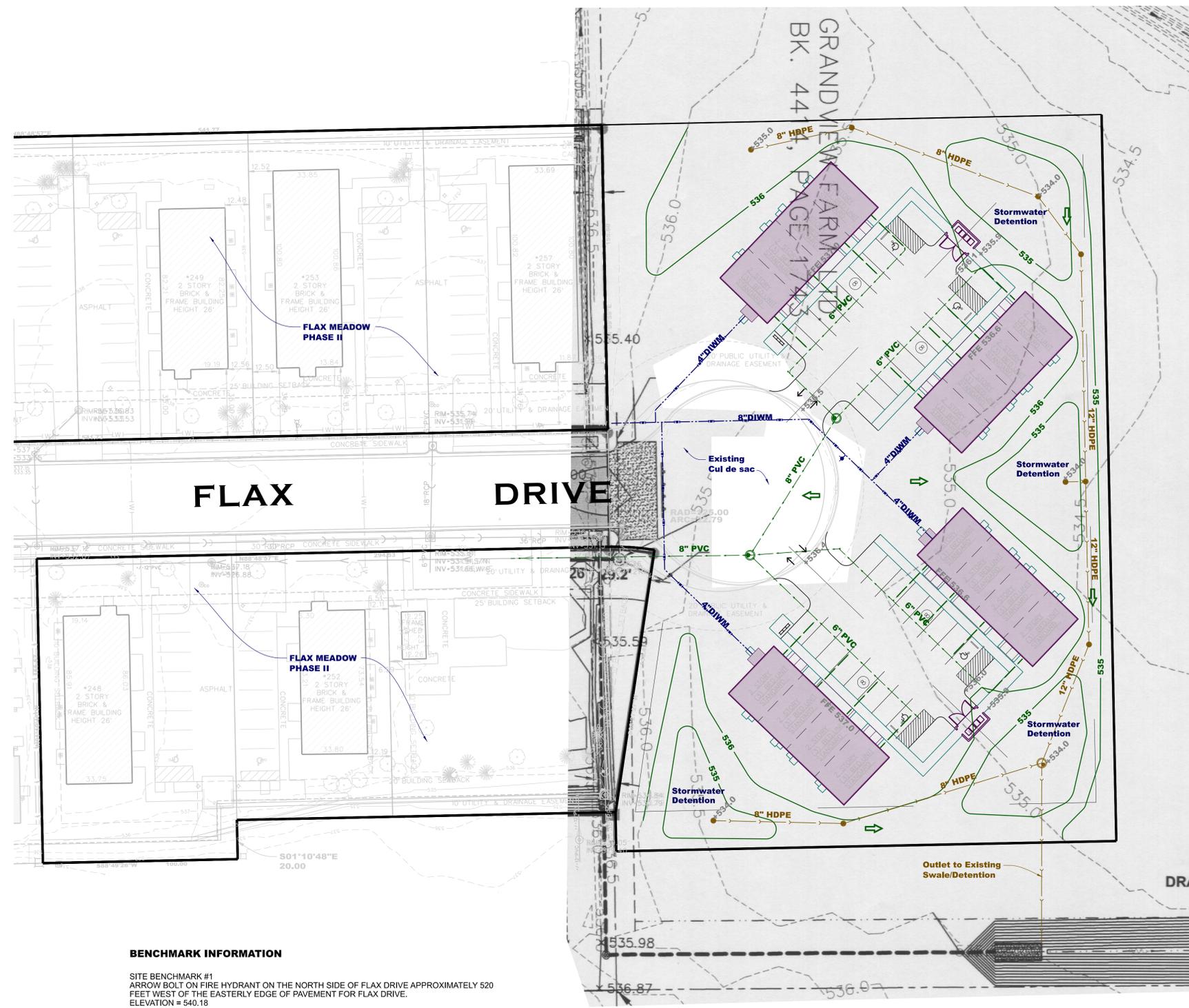
CHECKED BY: SMR

PROJECT NO: 44143

SCALE: 1"=30'

SHEET NO:

CE-1



- SITE UTILITY NOTES:**
- SEWER SERVICES ARE INSTALLED TO ACCOMMODATE 4 UNITS PER SERVICE CONNECTION.
 - SANITARY SEWER SERVICES SHALL BE 6" PVC SDR 26
 - THE WATER SERVICE SHALL PROVIDE FIRE PROTECTION AND REQUIRED WATER SERVICE.
 - PROTECT WATER SERVICES AT SEWER CROSSINGS PER IEPA REQUIREMENTS. ENCASE PIPE AS NECESSARY.
 - WATER AND SEWER TRENCHES UNDER PAVEMENT OR SIDEWALK SHALL BE BACKFILLED WITH CA-7 TRENCH BACKFILL

LEGEND	
	EXISTING SANITARY MANHOLE
	PROPOSED SANITARY MANHOLE
	SANITARY CLEANOUT
	EXISTING STORM MANHOLE
	PROPOSED STORM MANHOLE
	EXISTING STORM CATCH BASIN
	PROPOSED STORM CATCH BASIN
	EXISTING STORM INLET
	PROPOSED STORM INLET
	FLARED END SECTION
	DOWNSPOUT
	TRANSFORMER
	ELECTRIC MANHOLE
	ELECTRICAL BOX
	CABLE T.V. BOX
	TELEPHONE BOX
	TELEPHONE MANHOLE
	ELECTRIC METER
	GAS METER
	GAS VALVE
	B-BOX
	WATER VALVE
	EXISTING WATER VALVE VAULT
	PROPOSED WATER VALVE VAULT
	EXISTING FIRE HYDRANT
	PROPOSED FIRE HYDRANT
	POST INDICATOR VALVE
	SIGN
	FLAG POLE
	MAILBOX
	TRAFFIC SIGNAL POLE
	TRAFFIC SIGNAL VAULT
	EXISTING LIGHT POLE
	PROPOSED LIGHT POLE
	OVERHEAD LIGHT POLE
	RAILROAD SIGNAL POLE
	RAILROAD SIGNAL VAULT
	UTILITY POLE
	OVERHEAD WIRES
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND TELEPHONE
	UNDERGROUND CABLE T.V.
	EXISTING WATER MAIN
	PROPOSED WATER MAIN
	EXISTING SANITARY SEWER
	PROPOSED SANITARY SEWER
	EXISTING COMBINED SEWER
	PROPOSED COMBINED SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	FENCE LINE
	GUARD RAIL
	DECIDUOUS TREE
	PINE TREE
	OVERFLOW ARROW
	DRIVE IRON PIPE
	FOUND IRON PIPE
	RECORD DIMENSION
	MEASURED DIMENSION
	FLOOR ELEVATION
	TOP OF WALL
	TOP OF CURB
	CURB FLOW LINE

BENCHMARK INFORMATION

SITE BENCHMARK #1
ARROW BOLT ON FIRE HYDRANT ON THE NORTH SIDE OF FLAX DRIVE APPROXIMATELY 520 FEET WEST OF THE EASTERLY EDGE OF PAVEMENT FOR FLAX DRIVE.
ELEVATION = 540.18

SITE BENCHMARK #2
ARROW BOLT ON FIRE HYDRANT ON THE NORTH SIDE OF FLAX DRIVE APPROXIMATELY 160 FEET WEST OF THE EASTERLY EDGE OF PAVEMENT FOR FLAX DRIVE.
ELEVATION = 538.66

DATE: 12/30/2025
FILE: FLAX MEADOW TOWNHOMES III
MODEL: CE-1

MEMORANDUM

Meeting Date: February 4, 2026

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

Site Address: PIN: 02-1-18-28-00-000-001.003

CPZB Request: Preliminary Plat

Description: Preliminary Plat consisting of 4 lots

Summary

This proposal includes the subdivision of Parcel 02-1-18-28-00-000-001.003 and the creation of four new lots that will become part of the Flax Drive development. This subdivision is called Flax Meadow Townhomes III. Each of the new lots will be sized as follows:

Lot #	Square Feet	Area
1	24,620	0.565
2	18,223	0.428
3	18,301	0.420
4	23,127	0.531

Comprehensive Plan Consideration

The subject property is identified as “Residential” on the Comprehensive Plan’s Future Land Use Map.

Surrounding Uses and Zoning Classifications

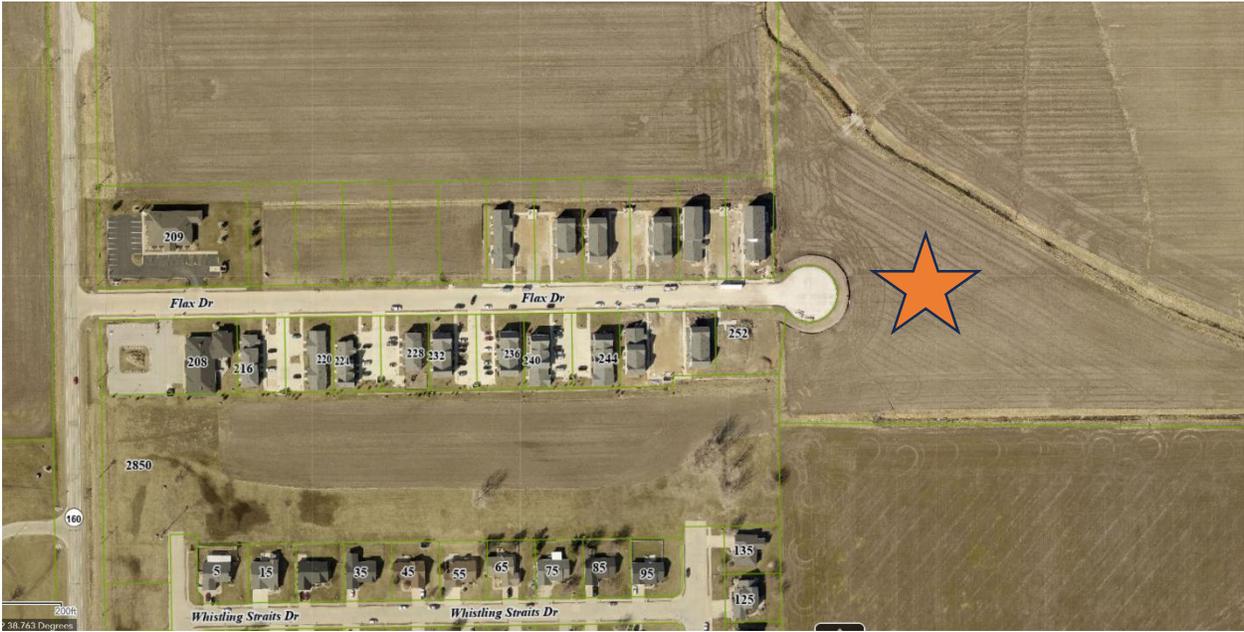
Direction	Land Use	Zoning
North	Agricultural	R-1-C Single Family Residential
South	Agricultural	Unincorporated Madison Co.
East	Agricultural	R-1-C Single Family Residential
West	Multi-Family Dwellings	R-3 Multi-Family Residential

Discussion

The developer intends to rezone this property to R-3 and apply for a PUD to construct four additional multi-family dwelling units around the cul-de-sac, similar to those located to the west along Flax Drive.

The proposed Preliminary Plat meets the standards set forth in the City’s Land Development Code.

Aerial Image



Staff Recommendation

Approval of the Preliminary Plat is recommended.