



City of Highland Building and Zoning

Combined Planning & Zoning Board Agenda
Highland City Hall - 1115 Broadway, Highland IL 62249
August 5, 2026 at 7:00 PM

1. Call to Order
2. Roll Call
3. General Business:
Approval of the April 1, 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) Travis Tilton of 1417 Lemon Street, Highland, IL, has requested a Special Use Permit to use the property at 620 13th Street for a gym / health club. The property is currently zoned I, Industrial District, and is more specifically identified as parcel 01-2-24-05-10-101-034.
7. Calendar – September 2, 2026 Meeting
8. Adjournment

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 Heimburger, ADA Coordinator for City of Highland, at (618-654-9891) or (jheimburger@highlandil.gov).

EXHIBIT "A"
Special Use Permit Application

SUP-0626-0036

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: 6/17/26
Filing Fee: \$ 250
Date Paid: 6/17/26
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Travis Tilton Phone: 618-410-0447
Address: 1412 Lemon St Zip: 62249
Email Address: travis@alphasgym.com
Owner: Travis Tilton Phone: _____
Address: Same Zip: _____
Email Address: _____

PROPERTY INFORMATION:

Street Address of Parcel ID of Property: 620 13th St
Property is Located In (Legal Description): Attached as Exhibit A

Present Zoning Classification: I Acreage: .04 acres
Present Use of Property: Vacant factory

Proposed Land Use: Gym / Health Club

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

Propose to operate a gym at the location.
requesting a special use permit per recent zoning
ordinance change regarding "I" classification
allowances

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Home & Business</u>	<u>R-1-D & I</u>
South	<u>Mosaic Church</u>	<u>I</u>
East	<u>Home</u>	<u>R-1-D</u>
West	<u>Abandoned Brewery</u>	<u>I</u>

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

If Yes, what length of time? _____

<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;			☒	☐
B. Is the proposed special use consistent with this City's Comprehensive Plan;			☒	☐
C. Will the proposed special use have a minimal negative impact on the value of neighboring property and on this City's overall tax base;			☒	☐
D. Will the proposed special use have a minimal negative impact on public utilities and on traffic circulation on nearby streets; and			☒	☐
E. Will the proposed special use have a minimal impact on the facilities near the proposed special use, such as schools or hospitals require special protection?			☒	☐

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Parking plan, indicating the location and number of parking spaces for the proposed use.
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.

PTAX-053172

2025R29468
STATE OF ILLINOIS
MADISON COUNTY
10/21/2025 12:27 PM
LINDA A. ANDREAS
CLERK & RECORDER
REC FEE: 52.00
CO STAMP FEE: 97.50
ST STAMP FEE: 195.00
RHSPS FEE: 18.00
OF PAGES: 4

H250616

THE ABOVE SPACE FOR RECORDER'S USE ONLY

WARRANTY DEED

THIS INDENTURE WITNESSETH, That the Grantor:

Conor Davis Kutz, surviving joint tenant of David Carl Kutz, deceased

AKA Connor Davis Kutz

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

Travis Tilton and Laura Vahlkamp, a married couple, not as tenants in common, but as joint tenants with right of survivorship

whose address is: **1417 Lemon St., Highland, IL 62249**

the following described real estate commonly known as **618-620 13th St., Highland, IL 62249**

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.



**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:

- (X) 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 Conor Davis Kutz
Conor
H250616

Date: 10/17/25

Subscribed and sworn to before me: 10/17/2025

Angela M. Fears
Notary Public

ANGELA M. FEARS
NOTARY PUBLIC STATE OF ILLINOIS
MY COMMISSION EXPIRES 07/20/2026

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

Print Name

Date

Municipal Planning Officials Signature

Print Name

Date

Dated this 17 day of October 2025


Conor Davis Kutz AKA Connor Davis Kutz

STATE OF ILLINOIS

COUNTY OF MADISON

)
)
)
SS

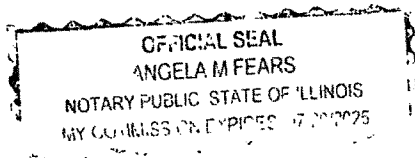
I, the undersigned, a Notary Public, in and for said County and State aforesaid, do hereby certify that

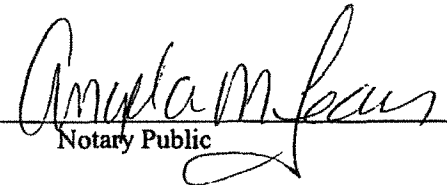
Conor Davis Kutz, surviving joint tenant of **David Carl Kutz**, deceased
AKA Connor Davis Kutz

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 17 day of October, 2025.

My commission expires:




Notary Public

Notary Public

THIS INSTRUMENT PREPARED BY

CTE Law, PLLC
2600-D State Street
Alton, IL 62002

FUTURE TAX BILLS

should be sent to:

Travis Tilton and Laura Vahlkamp
1417 Lemon St.
Highland, IL 62244

PLEASE RETURN THIS DOCUMENT Re: H250616 TO:

Highland Community Title, LLC
901 Main Street
Highland, IL 62249

Exhibit A

All of Block 69 in an Extended Addition to Highland, also known as Joseph Suppiger's Addition to Highland, as the same appears from plat thereof recorded in the Recorder's Office of Madison County, Illinois in Plat Book 2 Page 20 EXCEPT that part of said Block 69 described as follows, to-wit: Beginning at a point on the North line of said Block 69 one hundred thirty-five feet and 6 inches West of the Northeast corner of said Block 69; thence in a straight line in a Southeasterly direction to a point on the South line of said Block 69, which point is one hundred twenty-one feet and six inches West of the Southeast corner of Block 69; thence West on and along the South line of Block 69 to the Southwest corner of said Block 69; thence North on and along the West line of said Block 69 to the Northwest corner of said Block 69; thence East on and along the North line of said Block 69 to the place of beginning.

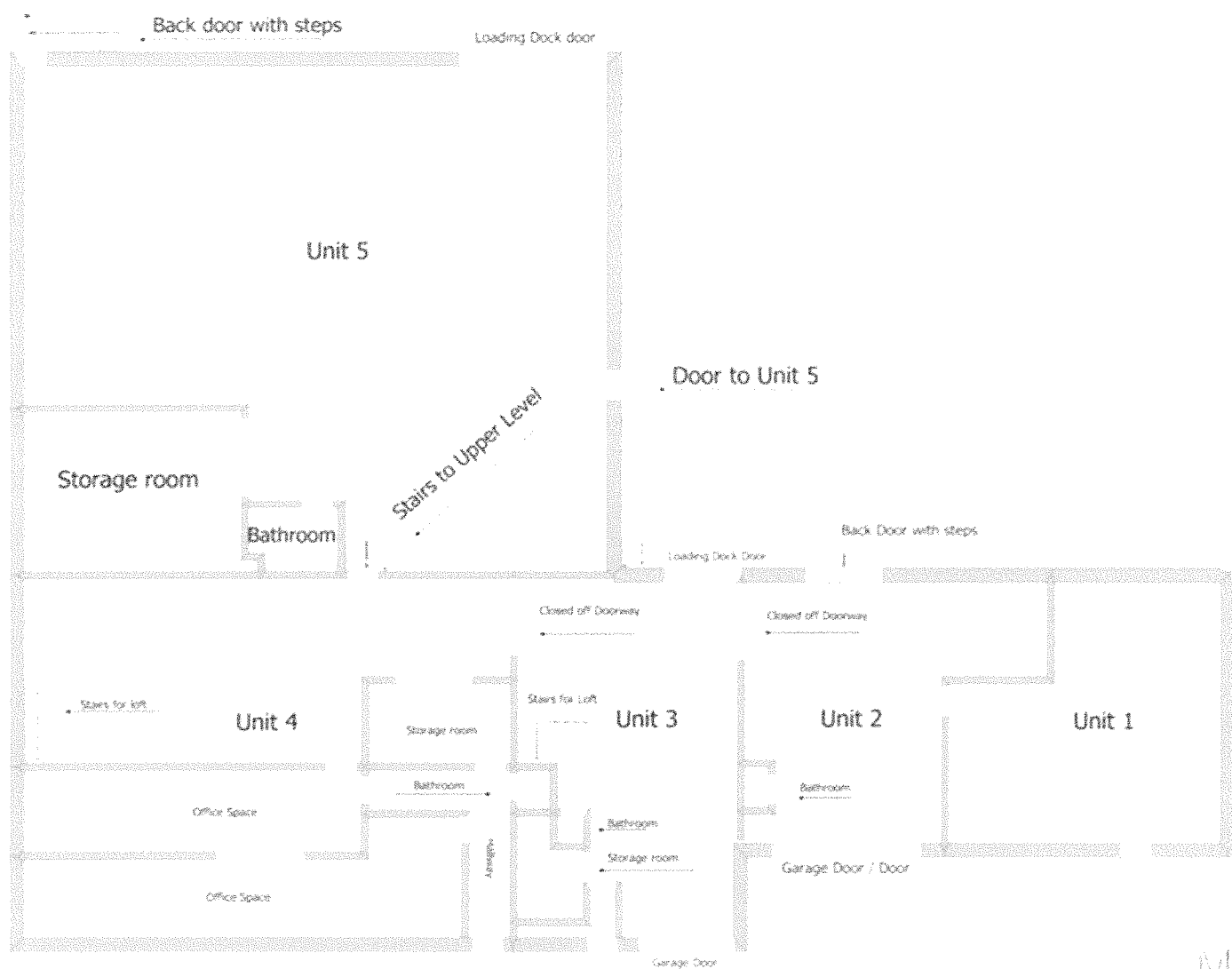
Except any interest in the coal, oil, gas and other mineral rights underlying the land which have been heretofore conveyed or reserved in prior conveyances, and all rights and easements in favor of the estate of said coal, oil gas and other minerals, if any.

Situated in Madison County, Illinois

PPN: 01-2-24-05-10-101-034

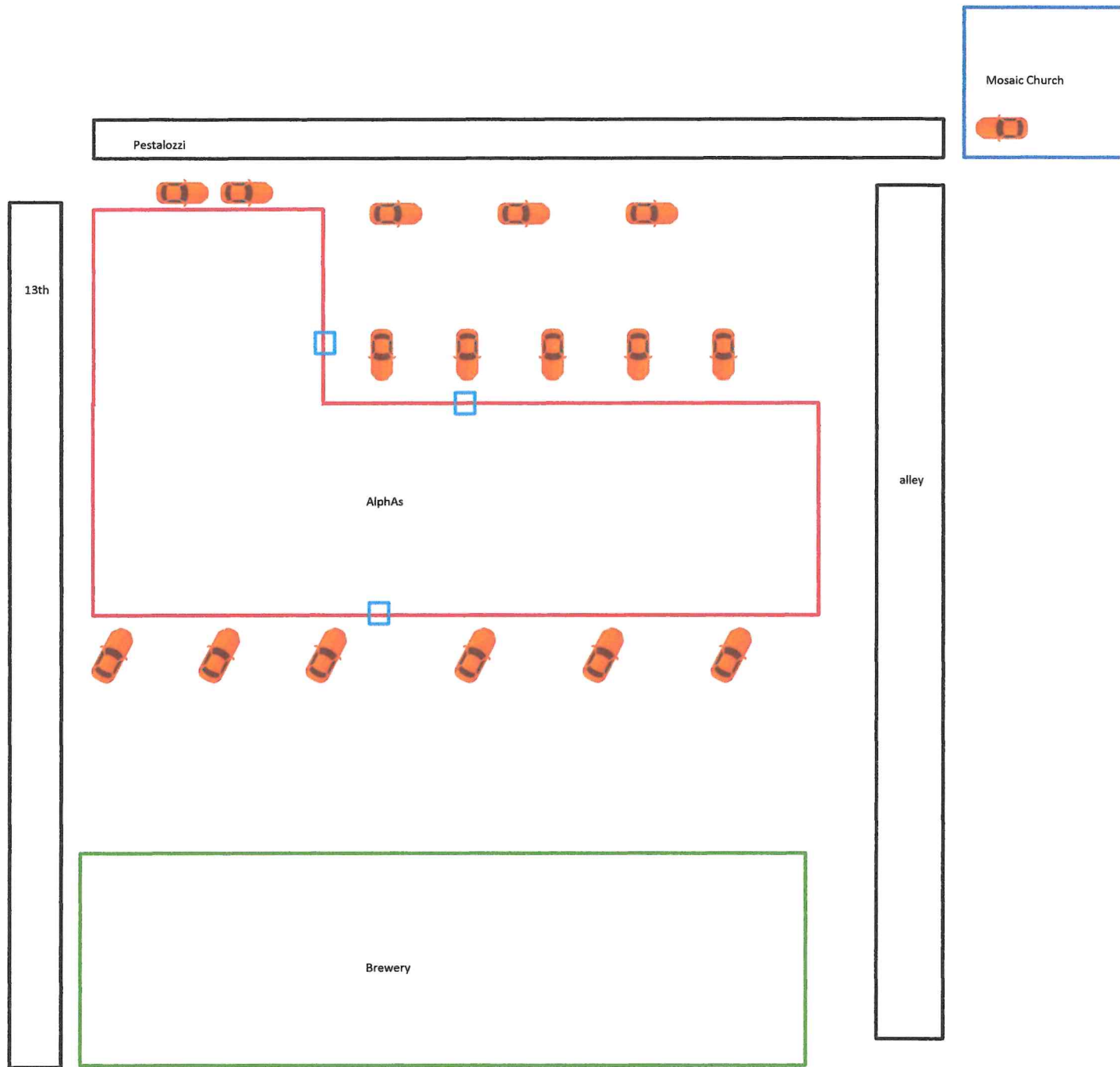
New Building Layout

Wednesday, September 3, 2025 12:03 PM



Parking

Tuesday, February 24, 2026 11:46 AM



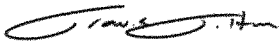
Shared Parking Agreement

This agreement is made between **AlphAs Gym**, located in Highland, Illinois, and **Mosaic Church**, located in Highland, Illinois.

Both organizations agree to allow the members, guests, and visitors of the other organization to use their available parking spaces when attending activities, events, or services.

1. Parking may be used only while attending activities, events, or services at AlphAs Gym or Mosaic Church.
2. Each organization will ask its members and guests to park respectfully and avoid blocking entrances, driveways, or reserved areas.
3. Each organization remains responsible for its own property and assumes no liability for damage, theft, or accidents involving vehicles parked on the other party's lot.
4. Either party may terminate this agreement at any time with written notice.

This agreement is intended to promote cooperation and convenience for both organizations and their communities.



AlphAs Gym Representative

Date: 3/5/26



Mosaic Church Representative

Date: 2/5/26

Alphas Gym LLC
2679 Northtown Way
Highland, IL. 62249

702345/819 9142

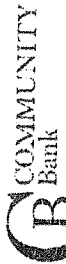
6/17/20

DATE

PAY TO THE
ORDER OF City of Highland \$ 250.00

One Hundred Fifty x 4/4

DOLLARS



COMMUNITY
Bank

FOR Special use app

MP

⑆081923452⑆

513467619142

Security features
included.
Details on back

MEMORANDUM

Meeting Date: August 5, 2026

From: Emily Calderon, AICP, Moran Economic Development

Location: PIN# 01-2-24-05-10-101-034

Zoning Request: Special Use Permit

Description: SUP to allow a gym / health club at 620 13th Street

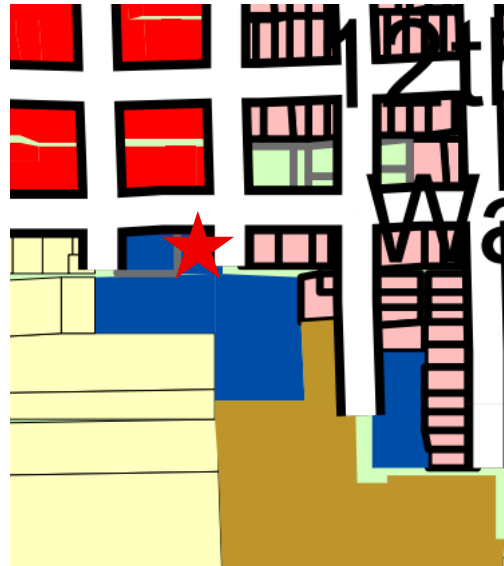
Proposal Summary

The applicant and property owner of the subject property is Travis Tilton (1417 Lemon Street, Highland, IL). The applicant is requesting a **Special Use Permit to allow a gym / health club** at 620 13th Street in Highland. The property is currently zoned “I” (Industrial) District.

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 is consistent with the Future Land Use Map and the goals and policies established within the Comprehensive Plan.



Surrounding Uses

Direction	Zoning District	Existing Land Use
North	R1D and Industrial	Single Family Homes
South	Industrial	Church, Vacant Lot
East	R1D	Vacant
West	Industrial	Vacant brewery building

MEMORANDUM

Standards of Review for Special Use Permits

Below are the six (6) items standards in Section 90-79 of the Zoning Code, which the Combined Planning and Zoning Board shall take into account while reviewing a SUP request.

1. Whether the proposed amendment or special use is consistent with the city's comprehensive plan.

The proposed SUP is consistent with the Comprehensive Plan.

2. The effect the proposed amendment or special use would have on public utilities and on traffic circulation.

With the proposed parking plan and shared parking agreement, there is no anticipated negative impact on public utilities or traffic circulation.

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 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 negatively impact the neighborhood or the City.

5. The effect the proposed special use would have on public utilities.

The proposed special use will not have an impact on 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 special facilities near the proposed special use which require special protection.



Staff Discussion & Recommendation

The use of a gym / fitness center proposed under this Special Use Permit is appropriate. Any parking concerns have been addressed with the shared parking agreement with Mosaic Church, located to the south of the subject property. At this time, no parking lot improvements are proposed, with the exception of creating the required ADA spaces on-site. Approval of the Special Use Permit is recommended.

MEMORANDUM

Aerial Photograph

